Please read the Safety Information in the Setup Guide or Scanner Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING MACHINE PROBLEMS.

1 UNPACKING THE SCANNER AND CHECKING THE CONTENTS OF THE BOX

1 Check the contents of the box according to the following list. If one or some items are missing, please contact your sales or service representative.

- ☑ Quick Installation Guide (this sheet)
- ☐ Setup Guide
- ☐ Scanner Reference
- ☐ CD-ROM
- ☐ Power Cord
- ☐ Tools
- ☐ Registration Card (North America only)

2 Remove the plastic bag. Lift the scanner and move it to the place where you want to install it.

2 WHERE TO PUT THE SCANNER

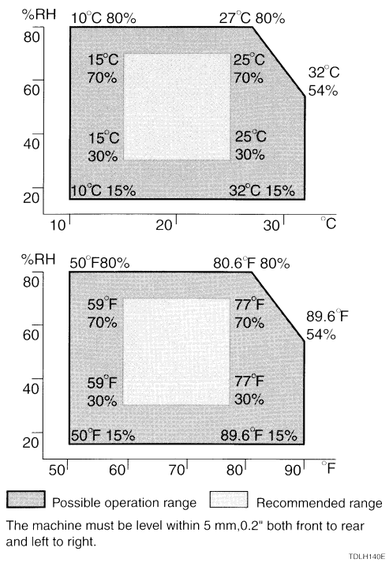
The scanner's location should be carefully chosen because environmental conditions greatly affect its performance.

⚠ WARNING
- Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.
- Only connect the machine to the power source described on this sheet.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.

⚠ CAUTION
- Keep the machine away from humidity and dust. A fire or an electric shock might occur.
- Place the machine on a strong and level surface. Otherwise, the machine might fall and cause personal injury.
- If you use the machine in a confined space, confirm that there is a continuous flow of air.

1 Optium Environment Conditions

Recommended temperature and humidity



The machine must be level within 5 mm,0.2" both front to rear and left to right.

TDLH140E

2 Environments to Avoid

Important!

- **Locations exposed to direct sunlight or strong light**
- **Dusty areas**
- **Areas with corrosive gases**
- **Areas excessively cold, hot, or humid**
- **Locations near an air conditioner or humidifier**
- **Locations near other electronic equipment**
- **Locations where the scanner might be subjected to frequent strong vibration**

3 Power Connection

Connect the power cord to a power source with the following specifications:

Product Specifications

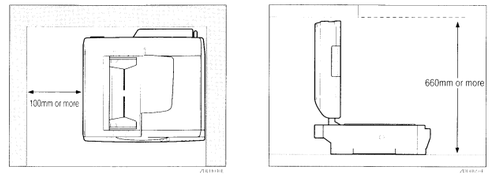
North America	G412-17 power supply rating: **AC 120V, 60Hz, 2A**
Europe	G412-27 power supply rating: **AC 220-240V, 50/60Hz, 1A**

Electrical Outlet Requirements

North America	G412-17 Electrical Outlet Requirements: **AC 120V, 60Hz, min.10A**
Europe	G412-27 Electrical Outlet Requirements: **AC 220-240V, 50/60Hz, min.5A**

4 Space Required for Installing the Scanner

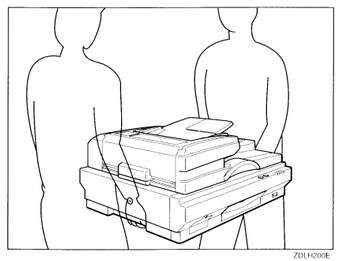
Leave enough space around the scanner. This space is necessary to operate the scanner. The recommended (or minimum) space requirement is as follows.



3 INSTALLING THE SCANNER

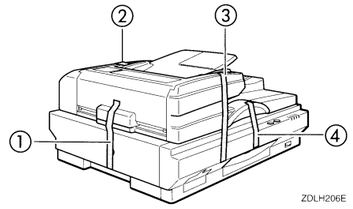
⚠ CAUTION
- This scanner weighs approximately 28 kg.
- When lifting, please make sure to lift slowly so as to minimize physical strain with two persons or more while holding onto the handles located in the center on both sides. Failure to lift using proper caution, reckless handling or allowing the scanner to drop can cause injury.

1 Take out the scanner main unit.



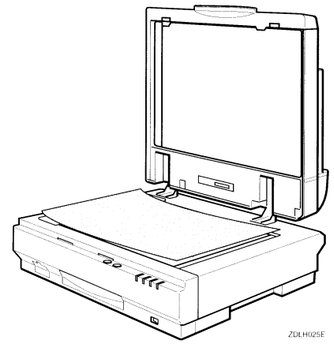
ZDLH200E

2 Remove the tape (① through ④).



ZDLH206E

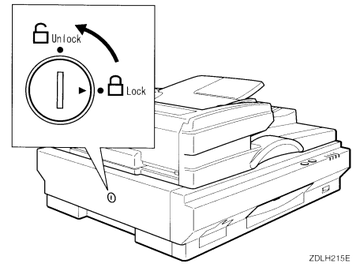
3 Open the automatic document feeder (ADF) and remove the protective sheet on the contact glass.



ZDLH025E

4 DISENGAGING THE LOCK

1 Set the lock switch on the left side of the scanner to the "Unlock" position.



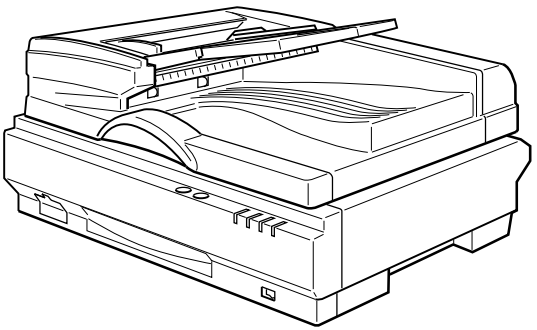
ZDLH215E

Please refer to the "Setup Guide" for information about other procedures to be performed following installation.

G412-6685 EE GB UE USA

Color Scanner

Setup Guide



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Power Source

Color Scanner: 120 V, 60 Hz, 10 A or more

Please be sure to connect the Power Cord to a power source as above.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This scanner contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Color Scanner

Model Number: Ricoh Aficio Color Scanner IS330DC

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

O means POWER OFF.

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Trademarks

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me) operating system
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0
- Microsoft® Windows NT® Server network operating system version 3.51
- Microsoft® Windows NT® work station operating system version 3.51

Safety Information

When using your scanner, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

> ⚠ ***WARNING:***
> ***Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.***
>
> ⚠ ***CAUTION:***
> *Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

⚠ *WARNING:*

- Connect the Power Cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:
  - You spill something into the equipment.
  - You suspect that your equipment needs service or repair.
  - Your equipment's cover has been damaged.
- Disposal can take place at our authorized dealer or at appropriate collection sites.

⚠ *CAUTION:*

- Protect the equipment from dampness or wet weather, such as rain, snow, and so on.
- Unplug the Power Cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the Power Cord will not be damaged under the equipment.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.
- For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Lithium Batteries (Memory Back-up)

⚠ *WARNING:*

- Do not try to replace the lithium batteries by yourself. A battery of this type can explode if incorrectly replaced. If the lithium batteries need to be replaced, contact an authorized dealer to request servicing.
- Never dispose of the lithium batteries by incineration. This can cause them to rupture resulting in injury.

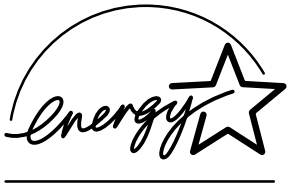
Note

❒ Please return used NIC boards to our authorized dealer or service representative. Your cooperation with our recycling activities is appreciated.

❒ NIC boards are equipped with a lithium battery. In the case NIC boards are disposed of by the customer, please dispose them in accordance with national or local regulations after separating the lithium batteries from the NIC board.

Energy Star Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ Energy Saver mode

This unit automatically lowers its power consumption at a predetermined time (approximately 15 minutes) after the last operation was performed. To operate the unit from this mode, see the instructions below.

- Method for clearing
  - Put a document on the Document Tray.
  - Open the cover of the Automatic Document Feeder (ADF).
  - Open the White Sheet cover.
  - Follow the instructions from the PC.

Note

❒ The Energy Saver mode does not work in the following conditions.

- When an optional device is attached.
- When an error occurs.
- When a document is placed on the Document Tray.

❖ Specifications

Energy Saver mode	Power consumption	Approx. 11W
	Transitional interval	15 minutes

Manuals for This Scanner

Manuals for This Scanner

The following manuals describe the operational and maintenance procedures of this machine.

To enhance safe and efficient operation of this scanner, all users should read and follow the instructions carefully.

❖ **Quick Installation Guide**
Describes how to install the scanner.

❖ **Setup Guide (this manual)**
Provides information about setting up the scanner and its options. This manual is provided as a printed manual, and also as a PDF file on the CD-ROM.

❖ **Scanner Reference**
Provides information about using the scanner. This manual is provided as a PDF file.

Note

❒ There is a CD-ROM that comes with this scanner.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

TABLE OF CONTENTS

..... 1

1. Getting Started

Features of This Scanner..... 3
Guide to This Scanner 4
Understanding the Indicators..... 6
Confirmations Prior to Installation 7
Confirming the Installation Environment 7
Connecting the Power Cord 9
Connecting to the PC 10
Connecting to the SCSI Interface..... 10
Connecting to the IEEE1394 Interface (optional)..... 11
Installing Options 13
Installing the IEEE 1394 Board (IEEE 1394 Interface Board Type S)..... 13
Installation of Image Processing Unit
(Image Processing Unit Type A) 14

2. Installing the Scanner drivers

Using Windows98/ME, Windows2000..... 17
Installing the STI Driver..... 17
Installing the Scanner Driver by Auto Run 18
Using Windows95, WindowsNT4.0 20
Using WindowsNT3.51 21
Installing the TWAIN driver 21
About the Software on the CD-ROM 22
List of Files 22
TWAIN Driver 22
ISIS Driver 23

INDEX..... 24

Features of This Scanner

❖ **High-speed Scanning**
Scanning can be performed at 30ppm in monochrome and 10ppm in color. (at A4⧉, 8.5" × 11"⧉/200dpi, when using SCSI-2/3 (Ultra-SCSI) connection)

❖ **High-quality Images, Color Compatible**
Compatible for full color scanning, as well as for color matching output, including sRGB, ICM, and others.

❖ **Automatic Duplex Document Feeder (ADF) as standard equipment**
Using the Automatic duplex document feeder (ADF) allows automatic duplex scanning.

❖ **Automatic Document Size Detection Function Installed as Standard**
Using the Contact Glass and Automatic Document Feeder (ADF), this unit can automatically detect the size of a document and scan depending on the driver settings.

❖ **Preparations for the SCSI-2/3 (Ultra-SCSI) Interface and IEEE1394 Interface (optional)**
An interface compatible with SCSI-2/3 (Ultra-SCSI) is installed as standard. In addition, by installing the optional IEEE1394 Interface, additional power can be added to scan images with a large amount of data.

❖ **Space Saving Design**
This design uses a wingless style without protruding Document Trays to enable effective use of office space.

❖ **Low Power Consumption**
Environmentally friendly low power consumption in compliance with the Energy Star program.

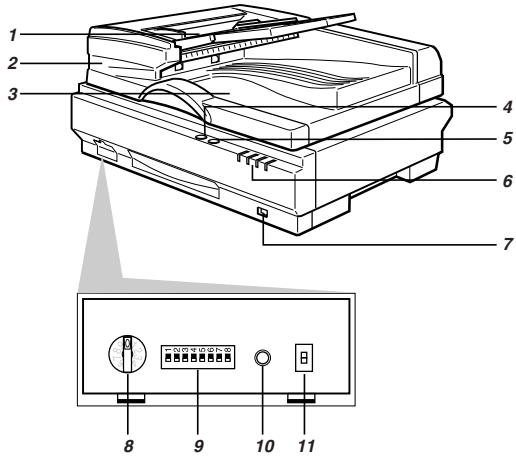
❖ **Network function (Optional)**
The scanner can be shared via the Ethernet (TCP/IP) by using the Network Interface Kit.

Note

❒ The "⧉"symbol means short-edge feed direction.

❒ The Network Interface Kit will be commercially available a various times depending on the area. Contact your local dealer about the release information.

Guide to This Scanner



1. Document Tray

Set the document to be scanned by the Automatic Document Feeder (ADF).

2. Automatic Document Feeder (ADF)

Use to automatically feed and scan documents.

3. Output Tray

Documents scanned using the Automatic Document Feeder (ADF) are discharged here.

4. 【Reset】key

Used when manual scanning is completed.

5. 【Start】key

Used when starting manual scanning.

6. Indicators

For confirming the status of the unit.

7. Power Switch

For switching on and off the power to this unit.

8. Rotary Switch

Used for setting the SCSI ID.

9. DIP Switches

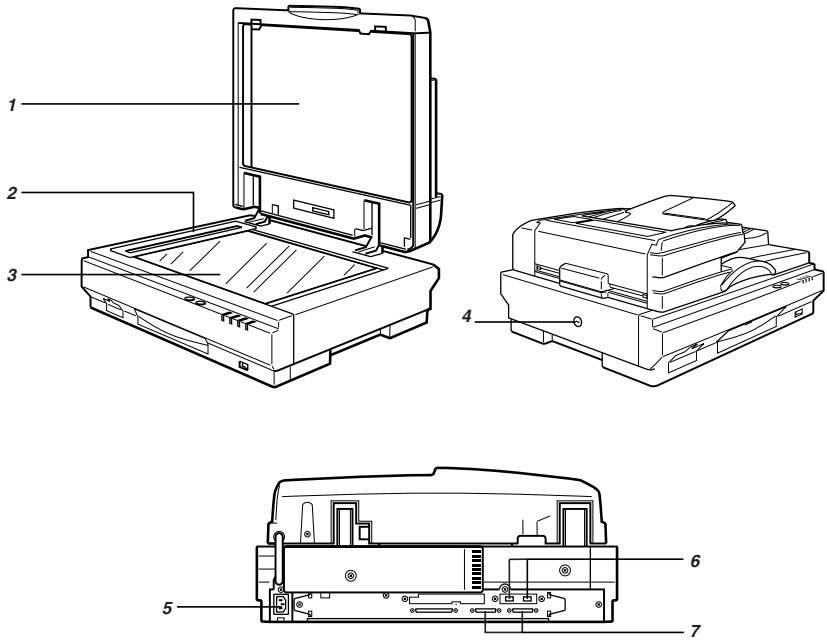
These switches are for setting the operation mode.

10. Hard Reset Switch

This switch resets the power to this unit. Use to validate the settings of the DIP Switches and Rotary Switch.

11. SCSI/IEEE1394 Selection Switch

Use to switch between the SCSI interface and the IEEE1394 Interface (optional) .



1. White Sheet

This holds documents against the Contact Glass.

2. ADF Contact Glass

Place the documents set at the Automatic Document Feeder (ADF) to be scanned here.

3. Contact Glass

Place the documents to be scanned here.

4. Lock Switch

Use to lock the internal scanning equipment when transporting the scanner.

5. Power Connector

Where the Power Cord is connected

6. IEEE1394 Connector (optional)

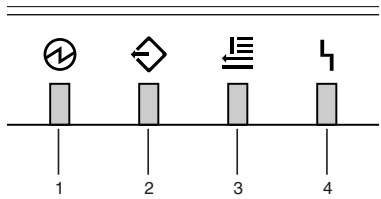
Where the IEEE1394 cable is connected

7. SCSI connector

Where the SCSI cable is connected

Understanding the Indicators

This unit is equipped with the following indicators.



1. **Power On**

2. **Machine Busy**

3. **Document in Place**

4. **Error**

Under normal circumstances, the indicators of this unit are as follows. Under other circumstances, an error reading will occur. Refer to resolve the error.

				Description
☆	☆	☆	☆	When switching on the power or when performing a hard reset (for only a few seconds)
☆	-	-	-	When the Automatic Document Feeder (ADF) contains no documents and scanning is not taking place
☆	-	☆	-	When the Automatic Document Feeder (ADF) contains a document but scanning is not taking place.
☆	☆	-	-	During the transmission of scanned data (No Documents in the ADF)
☆	☆	☆	-	During the transmission of scanned data. (Documents in the ADF)
☆	-	★	-	During standby for manual scan. (Before pressing the 【Start】 key)
★	-	-	-	During the Low Power mode
★	-	★	-	When manual scan is in the standby mode during the Low Power mode.

☆:On

★:Flashing

-:Off

Confirmations Prior to Installation

Confirming the Installation Environment

⚠ *WARNING:*

- Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.

⚠ *CAUTION:*

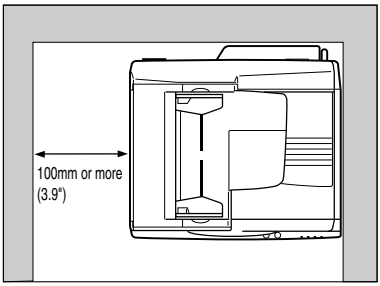
- Keep the machine away from humidity and dust. A fire or an electric shock might occur.
- Place the machine on a strong and level surface. Otherwise, the machine might fall and cause personal injury.

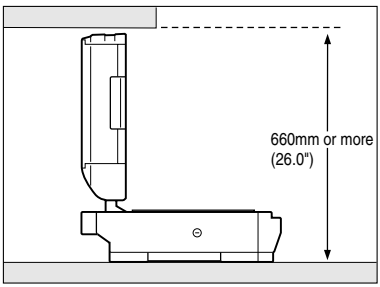
Select a horizontal, stable location free from vibrations to install the unit.

- The Degree of levelness of the surface to install the unit on: left to right and back to front, 5mm (0.2″) or less.

❖ Installation space

Install on a location that guarantees a space as shown in the illustration.





❖ Installation environment

Important

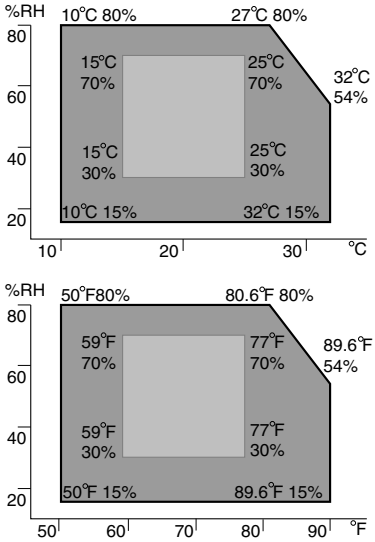
❒ Do not install on the following locations:

- On locations exposed to direct sun light
- On places exposed to direct radiation or hot air from an air-conditioner or heater
- Near electronic equipment such as a radio, a TV, etc.
- Exceedingly hot, humid, cold locations
- Near a humidifier

1

❖ Optimum Environmental Conditions

Recommended temperature and humidity



The machine must be level within 5 mm, 0.2" both front to rear and left to right.

Important

❒ To be able to transport this unit, keep its packaging material and box handy.

❒ When moving the unit from a cold to a warm location, condensation can occur internally. In case condensation has occurred, allow the unit to acclimatize to the new environment for at least one hour.

Connecting the Power Cord

The following explains the order for connecting the Power Cord to this unit.

⚠ WARNING:

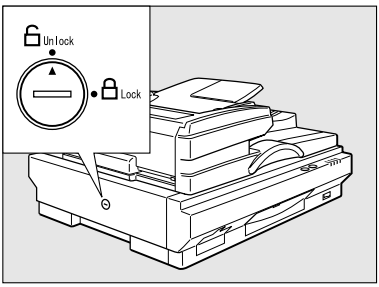
- Do not use with a power source with a voltage different from the specified voltage. Do not use a power outlet with multiple devices plugged in. These could create the risk of fire or electric shock.
- Avoid the use of an extension cord.
- Do not damage, break, twist or modify the Power Cord. Placing heavy objects on the cord, pulling on or bending it excessively can damage the Power Cord, creating the risk of fire or electric shock.
- Never touch or unplug the power plug with wet hands. This can create the risk of electric shock.

⚠ CAUTION:

- When unplugging from an outlet, be sure to grasp the plug when pulling. Never pull on the cord. This could damage the cord creating the risk of fire or electrical shock.

1 Make sure that the Power Switch is set to the OFF position.

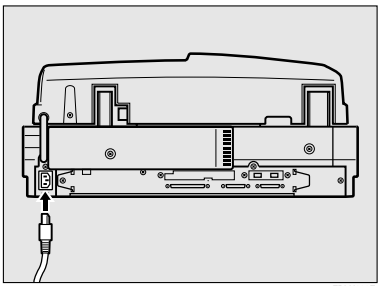
2 Make sure that the locking switch on the left side panel of the main unit is set to the [Unlock] position.



Important

❒ Always make sure that the locking switch is in the [Unlock] position. Switching on the power while this switch is not released, the unit will not be able to perform scans and defects can occur.

3 Fully insert the Power Cord into the Power Connector on the main unit.



Note

❒ For the Power Cord, use the cable that comes with this unit.

4 Insert the power plug into the power outlet.

Connecting to the PC

This unit has an interface that complies with SCSI-2/3 standards and an interface that complies with IEEE1394 standards (option). This explanation describes the connection methods for both types of interface.

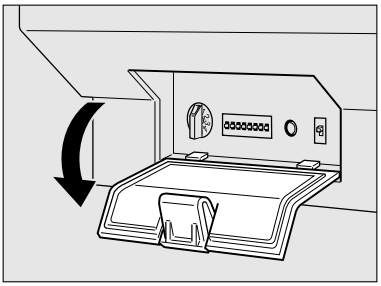
Connecting to the SCSI Interface

Important

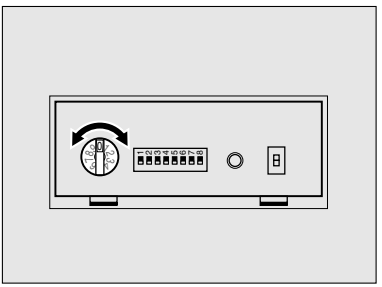
- ❒ When connecting this unit to other SCSI devices through a daisychain, possibly it doesn't work properly.
- ❒ The SCSI interface of this unit is of the 50-pin half-pitch (pin-type) type. Connect a shielded SCSI-2 compliant with ANSI standards or a SCSI-3 (Ultra-SCSI) cable. When other cables are used, there is the possibility of malfunction or radio interference due to exceeding the maximum value of the FCC rules.
- ❒ It is possible that malfunction occurs or data is lost when more than one SCSI ID's exists simultaneously. Adjust the settings such that the SCSI ID of this unit does not coincide with the ID of another SCSI device.
- ❒ Keep the total length of the SCSI cable including the cable inside the PC to a maximum of 1.5m (4.9 feet) when using the SCSI-3 (Ultra-SCSI) and 3m (9.8 feet) when using the SCSI-2.
- ❒ This unit may not work properly in combination with other SCSI boards or cables. If this is the case, connect only this unit to the PC.

Setting the SCSI ID

1 **Open the cover at the lower left of the main unit.**



2 **Set the SCSI ID by rotating the Rotary Switch.**



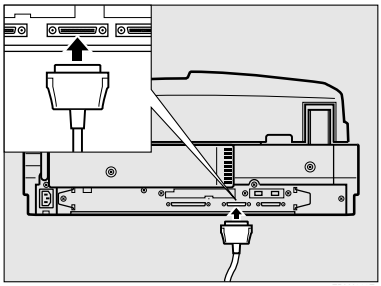
Note

- ❒ Press the Hard Reset Switch when changing the setting while the power is switched on.

Connecting a SCSI cable

1 **Switch off the power to the PC and all devices connected through the SCSI interface.**

2 **Connect the SCSI Connector of this unit to the SCSI board of the PC using the SCSI cable.**



3 **Open the cover at the lower left of the main unit and check the setting of the 3rd DIP switch.**

- If this unit is the last unit of the daisychain, set the 3rd DIP switch to OFF.
- If this unit is not the last unit of the daisychain, set the 3rd DIP switch to ON.

4 **Switch on the power to this unit and the power of the PC.**

For the installation of the necessary software when using this unit, refer to P.17 *"Installing the Scanner drivers"*.

Connecting to the IEEE1394 Interface (optional)

Important

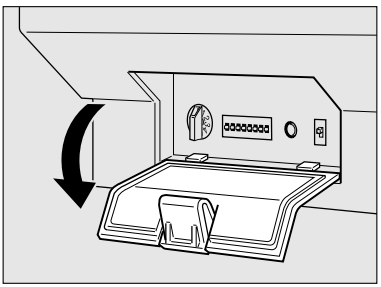
❒ Use the cable that comes with the IEEE1394 Board when using this unit.

❒ When connecting multiple IEEE1394 compatible devices to multiple PC's, the operation may become unstable. Please make sure proper operation when connecting multiple IEEE1394 compatible devices.

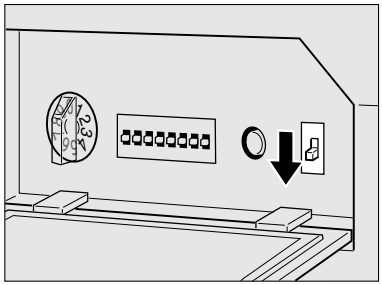
Reference

An IEEE1394 Interface can be used by installing an optional IEEE1394 Board on this unit. For information about how to install an IEEE1394 Board, refer to P.13 *"Installing the IEEE 1394 Board (IEEE 1394 Interface Board Type S)"*.

1 **Open the cover at the lower left of the main unit.**



2 **Set the SCSI/IEEE1394 Selector Switch to [1394].**

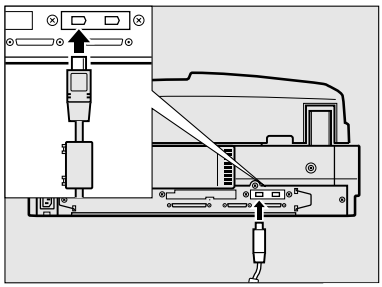


Note

❒ When changing settings while the power is switched on, be sure to perform a hard reset by pressing the Hard Reset Switch.

3 **Use a cable to connect the IEEE1394 connector of this unit to the IEEE1394 connector of the PC.**

Connect the side of the cable that has a core to the IEEE1394 connector of this unit.



Installing Options

Installing the IEEE 1394 Board (IEEE 1394 Interface Board Type S)

Important

❒ Before touching the IEEE 1394 Board, make sure to first touch a metal object to discharge any static electricity accumulated in your body.

Note

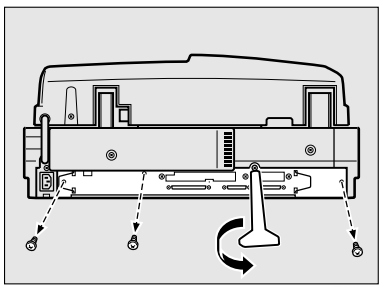
❒ Please use only the tools provided for removing and tightening screws.

1 **Check the contents of the box for the following items:**

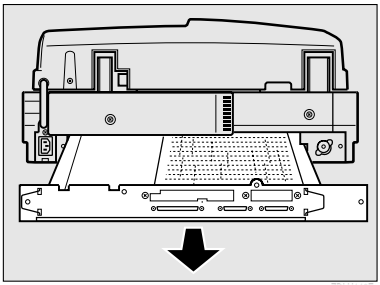
- IEEE 1394 Interface Board Type S
- Tools

2 **Turn off the power of the scanner and unplug the Power Cord and all other cables that are connected to it.**

3 **Remove the four screws at the bottom of the back panel.**



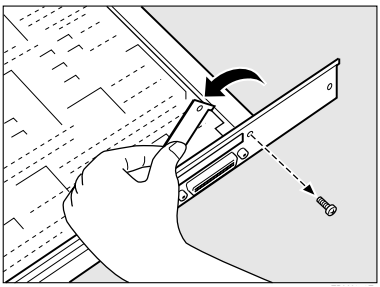
4 **Pull and slide the scanner control unit out.**



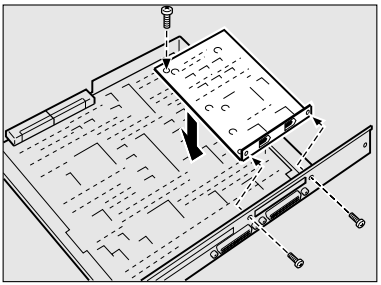
Important

❒ The control unit is very heavy. Be careful not to drop it when removing.

5 **Remove the screw, and then remove the cover of the scanner control unit.**



6 **Attach the IEEE 1394 Board to the scanner control unit, and then fasten in place with the screws removed in step 5 and the screws included with the IEEE 1394 Board.**



7 **Be sure to attach firmly, and confirm that there are no metal objects or other foreign objects on the scanner control unit.**

8 **Insert the scanner control unit into the scanner, and then fasten in place with the four screws.**

9 **Connect the cables to the scanner, and then connect the Power Cord.**

Installation of Image Processing Unit (Image Processing Unit Type A)

Important

❒ Before touching the image processing unit, make sure to first touch a metal object to discharge any static electricity accumulated in your body.

Note

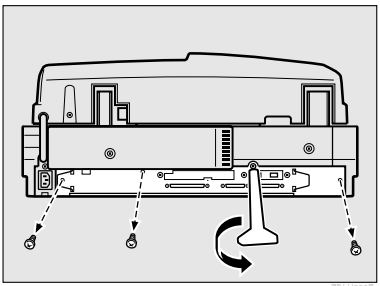
❒ Please use only the tools provided for removing and tightening screws.

1 **Check the contents of the box for the following items:**

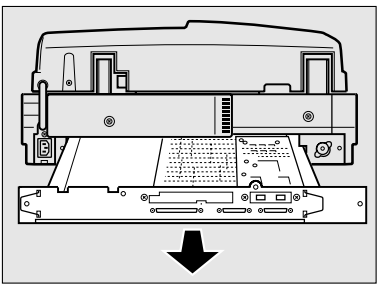
- Image Processing Unit Type A
- Tools

2 **Turn off the power of the scanner and unplug the Power Cord and all other cables that are connected to it.**

3 **Remove the four screws at the bottom of the back panel.**



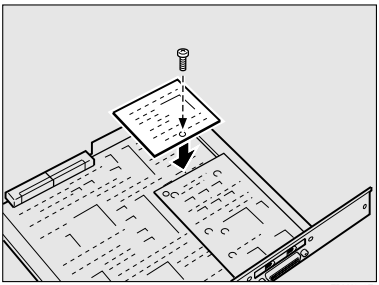
4 **Pull and slide the scanner control unit out.**



Important

❒ The control unit is very heavy. Be careful not to drop it when removing.

5. **Attach the image processing unit to the scanner control unit and fasten with the enclosed screw.**



6. **After confirming that the image processing unit is securely attached, check to make sure that there are no metal or other foreign objects on the scanner control unit.**

7. **Insert the scanner control unit into the scanner and fasten in place with the four screws.**

8. **Connect the cables to the scanner, and then connect the Power Cord.**

2. Installing the Scanner drivers

This chapter assumes that the reader has sufficient understanding of the Windows operating system. Refer to the Windows operation manual for details about its functions and operation.

The ways for installing the scanner driver on your computer vary depending on your operating system. Follow the procedures described below (The following is an explanation on how the TWAIN driver is installed. When installing the ISIS Driver, refer to P.18 *"Installing the Scanner Driver by Auto Run"* and proceed with the installation as mentioned there.).

Note

❒ The scanner driver in this manual is TWAIN or ISIS driver.

Using Windows98/ME, Windows2000

Install the Scanner driver after having installed the STI driver for Windows98/Me or Windows2000 using the Plug & Play function of the OS. Here examples of Windows98 are used for the explanations. The basic operations are similar for Windows Me and Windows2000.

Installing the STI Driver

When connecting the scanner to a PC and the PC is started, the scanner can possibly be recognized as a different device. In order to allow the scanner to be recognized properly, it is necessary to install the STI driver stored on the supplied CD-ROM. When using this product with Windows98/Me or Windows2000 be sure to always install the STI driver.

Limitation

❒ To install the driver when using Windows2000, log-on as an Administrator group member.

Note

❒ During the installation of the STI driver, the Windows98/Me or Windows2000 CD-ROM may be required.

1 Connect the scanner and start up the PC.

When starting up the PC for the first time after connecting the scanner, the **[Add New Hardware Wizard]** appears.

Note

❒ If the **[Add New Hardware Wizard]** does not appear after starting up the PC, click the **[Device Manager]** tab on [System] in the [Control Panel], select the scanner name and click **[Remove]**. The **[Confirm Device Removal]** dialog box will be displayed, click **[OK]** and restart the system. The scanner is now recognized as a [Unknown Device] and **[Add New Hardware Wizard]** appears.

2 **Click [Search for the best driver for your device. (recommended)] and click [Next].**

3 **Select the [Specify a location] check box, input [\DRIVERS\SCSI\STI\INF2000] after the CD-ROM drive name (in the case of Windows98/Me) and input [\DRIVERS\SCSI\STI\INF2000] after the CD-ROM drive name (in the case of Windows2000).**

For example, when the D drive is the CD-ROM drive, input [C:\DRIVERS\SCSI\STI\INF98] or [C:\DRIVERS\SCSI\STI\INF2000] respectively.

4 **Click [Next].**

5 **Click [Next].**

The **[Insert disk]** message appears.

6 **Place the CD-ROM included with this product into the CD-ROM drive and click [OK].**

7 **Click [Finish].**

8 **Open [System] in the [Control Panel] and check that the scanner is correctly identified by the [Device Manager].**

Installing the Scanner Driver by Auto Run

You can install the scanner drivers and software, and set them up easily by using Auto Run.

Follow these steps to install the scanner drivers and software on Windows 95/98/Me, Windows 2000 or Windows NT 4.0.

Limitation

❒ If your system is Windows 2000 or Windows NT 4.0, installing a scanner driver by Auto Run requires Administrators permission. When you install a scanner driver by Auto Run, log on using an account that has Administrators permission.

Note

❒ Auto Run might not automatically work with certain OS settings. In this case, launch " CDLAUNCH.EXE " located on the CD-ROM root directory.

❒ If you want to cancel Auto Run, hold down the【SHIFT】key (when your system is Windows 2000, hold down the left【SHIFT】key) while inserting the CD-ROM. Keep the【SHIFT】key held down until the computer has finished accessing the CD-ROM.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

3 Follow the instructions on the screen.

4 Restart the computer after installation is complete.

5 Set up the options with the scanner driver.

Using Windows95, WindowsNT4.0

To install the scanner driver for Windows 95, WindowsNT4.0, refer to P.18 *"Installing the Scanner Driver by Auto Run"*.

Limitation

❒ To install the driver when using WindowsNT4.0, log-on as a member of the Administrator group.

Using WindowsNT3.51

To install the scanner driver for WindowsNT3.51, follow the steps described below.

Limitation

- ❒ To install the driver when using WindowsNT3.51, log-on as a member of the Administrator group.
- ❒ The ISIS Driver does not work with Windows NT3.51.

Installing the TWAIN driver

1 Place the CD-ROM included with this product into the CD-ROM drive.

2 Select [Run] from the [File] menu in the [File Manager].

The **[Run]** dialog box appears.

3 Inside the [Command Line] box, input [DRIVERS\SCSI\TWAIN\OTHERS\SETUP] after the name of the drive in which the CD-ROM is located and click [Finish].

For example, if the CD-ROM is placed in the D drive, input [D:\DRIVERS\SCSI\TWAIN\OTHERS\SETUP]

4 Follow the instructions on the screen.

5 Restart the computer after installation is complete.

About the Software on the CD-ROM

List of Files

The CD-ROM includes the software below.

CD-ROM DRIVE	DRIVERS	SCSI	TWAIN	Japanese	TWAIN driver for Windows95/98/Me, Windows2000, WindowsNT3.51/4.0
				Others	TWAIN driver for Windows95/98/Me, Windows2000, WindowsNT3.51/4.0
			STI	INF98	STI driver for Windows98/Me
				INF2000	STI driver for Windows2000
			ISIS		ISIS driver for Windows95/98/Me, Windows2000, WindowsNT4.0
	UTILITY				

TWAIN Driver

TWAIN driver is the driver used to enable this unit to scan documents. Make sure this driver is installed.

By selecting a device of a commercially available TWAIN compatible driver, when designating this driver, it will automatically start up when scanning documents and it will scan according to designated scanning conditions.

If the multiple scanning mode is stored beforehand, it can be recalled when scanning.

❖ Files storing location

Files are stored in the following location in the provided CD-ROM.

\DRIVERS\SCSI\TWAIN\Others

❖ Operating environment

- PC
  The driver is compatible with the following operating systems:
  PC/AT compatible machines

  Limitation

  ❒ When used with WindowsNT, the driver will not operate in a RISC-based (MIPS R-series, Alpha AXP, Power PC) environment.

- Compatible Operating Systems
  Microsoft Windows 95
  Microsoft Windows 98, 98SE
  Windows Millenium Edition

Windows 2000 Professional
Windows 2000 Server
Windows NT WorkStation 4.0 Service Pack 5.0 or higher
Windows NT Server 4.0 Service Pack 5.0 or higher
Windows NT 3.51 Service Pack 5.0 or higher

- Display resolution
  SVGA 800x600
- TWAIN compatible applications
  Applications compatible with TWAIN version 1.6 or higher

ISIS Driver

The ISIS Driver is necessary for scanning documents with the scanner. It is possible to scan documents, when calling up the ISIS Driver with applications that are compatible with ISIS. It is also possible to use the driver when connecting a computer and the machine through a SCSI interface.

❖ Files storing location

Files are stored in the following location in the provided CD-ROM.

`\DRIVERS\SCSI\ISIS\`

❖ Operating environment

- PC
  The driver is compatible with the following operating systems:
  PC/AT compatible machines

  Limitation

  ❒ When used with WindowsNT, the driver will not operate in a RISC-based (MIPS R-series, Alpha AXP, Power PC) environment.
- Compatible Operating Systems
  Microsoft Windows 95
  Microsoft Windows 98, 98SE
  Windows Millenium Edition
  Windows 2000 Professional
  Windows 2000 Server
  Windows NT WorkStation 4.0 Service Pack 5.0 or higher
  Windows NT Server 4.0 Service Pack 5.0 or higher

  Limitation

  ❒ The ISIS Driver does not work with Windows NT3.51.
- Display resolution
  SVGA 800x600

INDEX

A

About the Software on the CD-ROM, 22
ADF Contact Glass, 5
Automatic Document Feeder (ADF), 4
Auto Run, 18

C

Caution, ii
Confirming the Installation Environment, 7
Connection
IEEE1394 Interface, 11
Power Cord, 9
SCSI Interface, 10
Contact Glass, 5

D

DIP Switches, 4
Document Tray, 4

G

Guide to This Scanner, 4

H

Hard Reset Switch, 4

I

IEEE1394 Connector (optional), 5
Indicators, 4
Installing Options, 13
Image Processing Unit, 14
IEEE1394 Board, 13
Installing the STI driver, 17
ISIS Driver, 23

L

Lock Switch, 5

O

Output Tray, 4

P

Power Connector, 5
Power Switch, 4

Q

Quick Installation Guide, v

R

【Reset】key, 4
Rotary Switch, 4

S

Scanner Reference, v
SCSI Connector, 5
SCSI/IEEE1394 Selection Switch, 4
Setup Guide, v
【Start】, 4

T

TWAIN Driver, 22

U

Understanding the indicators, 6

W

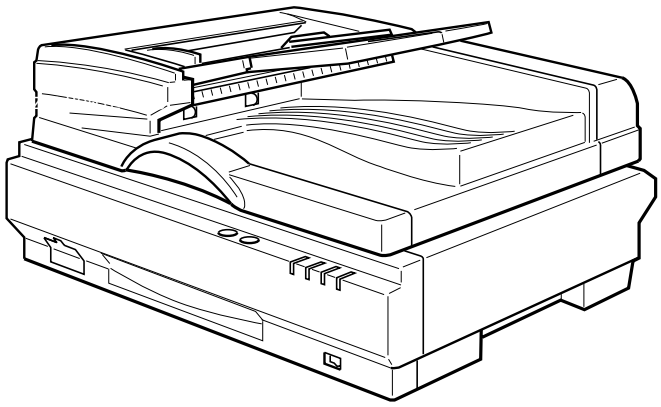
Warning, ii
White Sheet, 5

Color Scanner Setup Guide

Printed in the Japan
UE (USA) G412-6653

Color Scanner

Operating Instructions
Scanner Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Power Source

Color Scanner: 120 V, 60 Hz, 10A or more

Please be sure to connect the Power Cord to a power source as above.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This scanner contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me) operating system
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0
- Microsoft® Windows NT® Server network operating system version 3.51
- Microsoft® Windows NT® Workstation operating system version 3.51

Safety Information

When using your scanner, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

> ⚠ ***WARNING:***
> ***Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.***
>
> ⚠ ***CAUTION:***
> *Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

⚠ *WARNING:*

- Connect the Power Cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:
  - You spill something into the equipment.
  - You suspect that your equipment needs service or repair.
  - Your equipment's cover has been damaged.
- Disposal can take place at our authorized dealer or at appropriate collection sites.

⚠ *CAUTION:*

- Protect the equipment from dampness or wet weather, such as rain, snow, and so on.
- Unplug the Power Cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the Power Cord will not be damaged under the equipment.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.
- For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Lithium Batteries (Memory Back-up)

⚠ *WARNING:*

- Do not try to replace the lithium batteries by yourself. A battery of this type can explode if incorrectly replaced. If the lithium batteries need to be replaced, contact an authorized dealer to request servicing.
- Never dispose of the lithium batteries by incineration. This can cause them to rupture resulting in injury.

Note

❒ Please return used NIC boards to our authorized dealer or service representative. Your cooperation with our recycling activities is appreciated.

❒ NIC boards are equipped with a lithium battery. In the case NIC boards are disposed of by the customer, please dispose them in accordance with national or local regulations after separating the lithium batteries from the NIC board.

Energy Star Program



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ Energy Saver mode

This unit automatically lowers its power consumption at a predetermined time (approximately 15 minutes) after the last operation was performed. To operate the unit from this mode, see the instructions below.

- Method for clearing
  - Put a document on the Document Tray.
  - Open the cover of the Automatic Document Feeder (ADF).
  - Open the White Sheet cover.
  - Follow the instructions from the PC.

Note

❒ The Energy Saver mode does not work in the following conditions.

- When an optional device is attached.
- When an error occurs.
- When a document is placed on the Document Tray.

❖ Specifications

Energy Saver mode	Power Consumption	Approx. 11W
	Default Time	15 minutes

Manuals for This Scanner

Manuals for This Scanner

The following manuals describe the operational and maintenance procedures of this machine.

To enhance safe and efficient operation of this scanner, all users should read and follow the instructions carefully.

❖ **Quick Installation Guide**
Describes how to install the scanner.

❖ **Setup Guide**
Provides information about setting up the scanner and its options. This manual is provided as a printed manual, and also as a PDF file on the CD-ROM.

❖ **Scanner Reference(this manual)**
Provides information about using the scanner. This manual is provided as a PDF file.

❖ **Network Interface Kit Installation Guide**
Describes how to install the Network Interface Kit (Network Interface Board Type S and Operation Unit).

Note

❒ There is a CD-ROM that comes with this scanner.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

TABLE OF CONTENTS

1. Setting the Document

Size of Documents that can be Set 1
Document Sizes that can be Scanned Automatically 1
Documents that Require Special Care 4
Placing the Document on the Contact Glass 5
Setting Documents in the Automatic Document Feeder (ADF) 6
Simples Scanning 7
Duplex Scanning 8

2. Scanning Documents

General Scanning Method 9
Manual Scanning 10
The Relationship between the Data Size and the Scanning Area, as well as the Resolution 11
When in [Binary] [half-tone] is Selected 11
When [gray-scale] is Selected 12
When [8 Colors] [8 Colors (half-tone) is Selected 13
When [256 colors] is Selected 14
When [16,770,000 colors] is selected 15

3. Troubleshooting

When Scanning does not Start 17
When Scanning is not Performed as Expected. 18
When the Indicators Show an Error Reading 19
When a Document is Jammed inside the Automatic Document Feeder (ADF) 20
Cleaning 21
Cleaning the Contact Glass, ADF Contact Glass, White Sheet, and White Plate 21
Cleaning the Feed Roller 22
Cleaning the Document Roller 22
Cleaning the Document Rolling Unit 23

4. Appendix

Setting of the DIP Switches 25
Moving and Transporting the Scanner 26
Moving Over Short Distances 26
Transporting the Scanner 27

Discarding the Unit..... 28
Precautions Concerning the IEEE1394 Interface 29
Specifications 30
Options 31
INDEX..... 32

1. Setting the Document

This chapter describes the methods used for setting documents on this unit for scanning.

The document can be set on the Contact Glass or the Automatic Document Feeder (ADF). For scanning multiple documents in a row, the Automatic Document Feeder (ADF) is convenient.

Size of Documents that can be Set

Position for setting document	Size of document	Document weight
Contact Glass	Maximum A3 , 11×17 (DLT)	No restrictions
Automatic Document Feeder (ADF)	❖ **Standard size** Max. A3⧉, 11″×17″⧉ Min. A5⧉, 8.5″×5.5″(HLT)⧉ ❖ **Non-standard size** Max:297mm(11.7″)×2000mm(78.8″)(when scanning in binary), 297mm(11.7″) × 630mm(24.9″) (when scanning in color) Min: 105mm(4.1″) × 128mm(5.0″)	41(1.4oz)~128g(4.5oz)/m^2 (35~110Kg(77.2~242.5lb))

Document Sizes that can be Scanned Automatically

The sizes of documents that this unit can automatically detect and scan are as follows.

❖ **Contact Glass (Metric version)**

	Feed direction	Size (mm)
A3	⧉	297 × 420
B4	⧉	257 × 364
A4	⧉	210 × 297
	⧉	297 × 210
B5	⧉	182 × 257
	⧉	257 × 182

1

	Feed direction	Size (mm)
Foolscap (F4, 8.5" × 13")	⬜	216 × 330
F/GL (8" × 13")	⬜	203 × 330 **Note** ❒ F/GL size is detected same as the F4 size.

❖ Contact Glass (Inch version)

	Feed direction	Size (inch)
Double Letter (DLT)	⬜	11" × 17"
11″× 15″	⬜	11" × 15" **Note** ❒ This size is detected same as DLT size.
10″× 14″	⬜	10" × 14"
Legal (LG)	⬜	8.5"× 14"
Letter (LT)	⬜	8.5" × 11"
	⬜	11" × 8.5"
8″× 10″	⬜	8" × 10"

❖ Automatic Document Feeder (ADF)(Metric version)

	Feed direction	Size (mm)
A3	⬜	297 × 420
B4	⬜	257 × 364
A4	⬜	210 × 297
	⬜	297 × 210
B5	⬜	182 × 257
	⬜	257 × 182

	Feed direction	Size (mm)
A5		148 × 210
		210 × 148
Foolscap (F4, 8.5" × 13")		216 × 330 **Note** ❒ Foolscap size is detected same as the F/GL size.
F/GL (8" × 13")		203 × 330

❖ Automatic Document Feeder (ADF)(Inch version)

	Feed direction	Size (inch)
Double Letter (DLT)		11" × 17"
11″× 15″		11" × 15" **Note** ❒ This size is detected same as the DLT size.
10″× 14″		10" × 14"
Legal (LG)		8.5"× 14"
F/GL		8"× 13" **Note** ❒ This size is detected same as the LG size.
Letter (LT)		8.5" × 11"
		11" × 8.5"
8″× 10″		8" × 10" **Note** ❒ This size is detected same as the LT size.
Half Letter(HLT)		5.5" × 8.5"
		8.5" × 5.5"

Documents that Require Special Care

Make sure to take care in setting the document according to the following instructions when scanning the following types of documents.

❖ Documents whose size is difficult to scan

As the following documents are difficult to scan their size, the correct size will not be selected, even if the automatic size detection has been set. The sizes for these documents should be manually set.

- Documents with projecting parts such as indices or attached lines
- Document with a high degree of transparency such as tracing paper or OHP film
- Documents which are fully dark in color or which have a high content of character or graphic patterns
- Documents with partially adhesive areas
- Documents with surrounding adhesive areas

❖ Documents that cannot be set into the Automatic Document Feeder (ADF)

The following types of documents should not be set into the Automatic Document Feeder (ADF) as these can cause paper jams, damage to the original document, or black and white lines. If these types of documents are to be used, use the Contact Glass of the scanner.

- Documents with staples or paper clips
- Documents with holes and rips
- Documents with bends, folds or wrinkles
- Pasted documents
- Thermal paper, art paper, aluminum foil, carbon paper, or processed paper with conductive paper on the back
- Perforated paper
- Documents with projecting parts such as indices or attached lines
- Documents that do not slide easily such as tracing paper (translucent paper)
- Documents that are thin and soft, such as registration paper
- Documents that have an unsuitable thickness such as postcards
- Documents that are bound such as books
- Documents that have a high transparency rate such as OHP film or tracing paper
- Documents with not completely dried ink or correction liquid

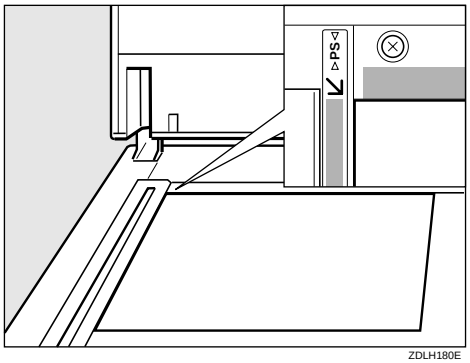
Placing the Document on the Contact Glass

Important

❒ Take care that your fingers do not get caught when closing the Automatic Document Feeder (ADF).

1 **Open the Automatic Document Feeder (ADF).**

2 **Place documents face down and aligned with the scale.Documents should conform to the setting standards.**



Important

❒ Do not forcefully press down on the Contact Glass. If a strong force is applied to a small area, the glass may be break.

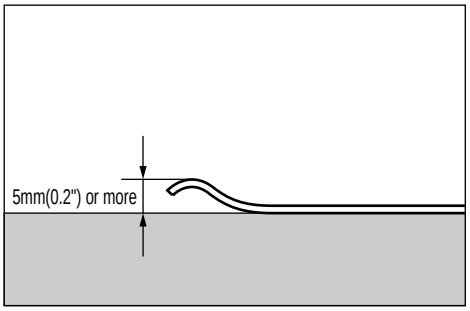
3 **Carefully close the Automatic Document Feeder (ADF).**

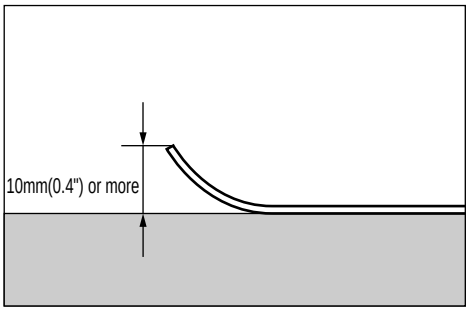
Setting Documents in the Automatic Document Feeder (ADF)

Multiple documents can be set in the automatic document feeder(ADF). In this manual, documents that can be set in the Automatic Document Feeder (ADF) are called "sheet documents". Not only can documents set in the Automatic Document Feeder (ADF) be scanned on one side, they can be scanned on both sides.

❖ Documents that cannot be set in the Automatic Document Feeder (ADF)

- Documents that do not match the size and paper weight of documents that can be set
- Documents with staples, clips, glue, etc.
- Documents with holes and rips
- Documents with bends, folds, and wrinkles
- Pasted documents
- Wet documents
- Documents not made of paper
- Documents with coating (CFF, etc.)
- Photos, documents that are prints or printed photos
- Thermal fax paper, art paper, aluminum foil, carbon paper, processed paper with conductive paper on the back
- Documents with projecting parts such as indices or attached lines
- Documents that do not slide easily such as tracing paper (translucent paper)
- Documents that are thin and soft, such as registration paper
- Documents that have an unsuitable thickness such as postal cards
- Documents that are bound, such as books
- Documents that are transparent such as OHP film,or tracing paper
- Documents that have curls such as shown in the illustration below





Important

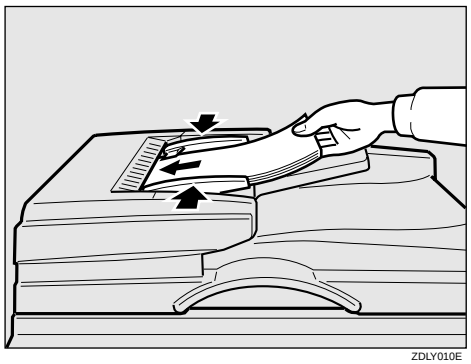
❒ Setting documents that should not be set in the Automatic Document Feeder (ADF) can cause jams and break downs. Place these documents on the Contact Glass.

❖ Advice when Setting documents in the Automatic Document Feeder (ADF)

- Do not set more documents than indicated.
- For document sizes that can be automatically detected, refer to P.1 *"Document Sizes that can be Scanned Automatically"*.

Simples Scanning

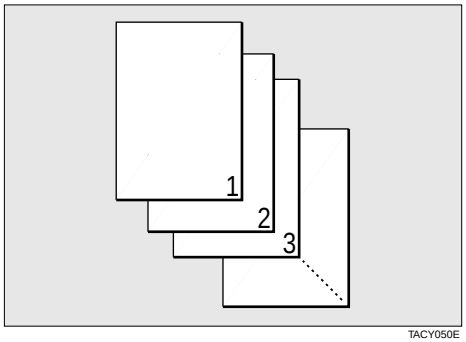
1 **Set the documents into the Automatic Document Feeder (ADF) with the side to be scanned face up.**



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Note

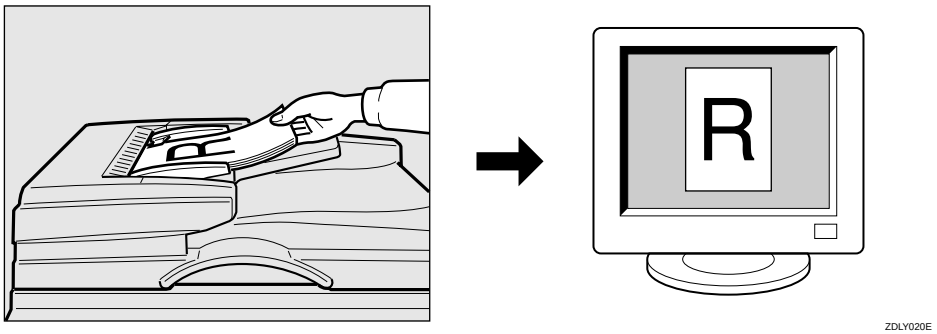
❒ Arrange the documents in the preferred order.



TACY050E

❒ To avoid multiple sheet feeds (in which the ADF feeds more than one sheet at a time), fan the pages of the document before setting them in the Automatic Document Feeder (ADF).

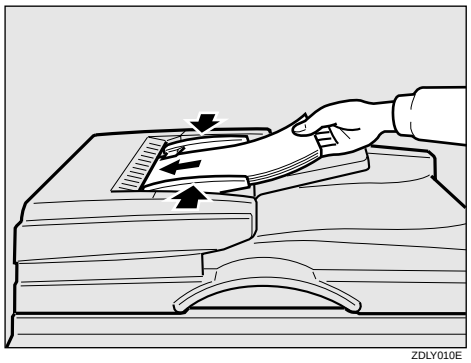
❒ Set the document in the direction shown in the illustration to scan with the proper orientation.



ZDLY020E

Duplex Scanning

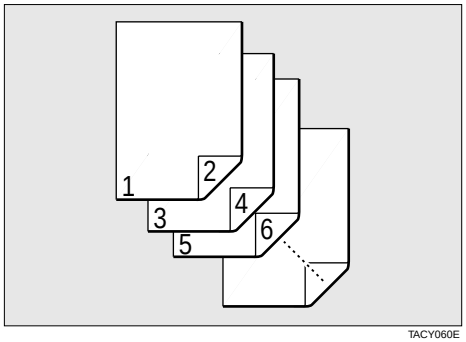
1 **Set the documents in the Automatic Document Feeder (ADF) with the side to be scanned first (the front side of the document) face up, and align the document guide with the size of the documents.**



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Note

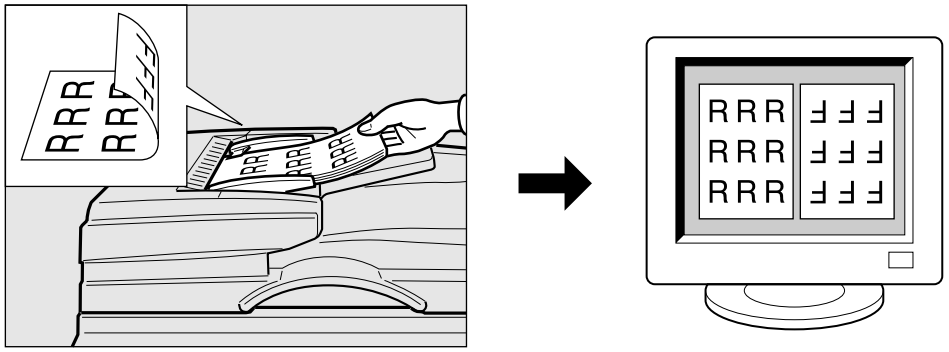
❒ Arrange the sheets of the documents in the order to be scanned.



TACY060E

❒ To avoid multiple sheet feeds (in which the ADF feeds more than one sheet at a time), fan the pages of the document before setting them in the Automatic Document Feeder (ADF).

❒ When setting the front side of the page as in the illustration, the back side is scanned upside.



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2. Scanning Documents

General Scanning Method

Scanning of a document is initiated by the software that is TWAIN or ISIS compatible. The method of operation depends on the software. For details, refer to the manual that was supplied with your software.

Limitation

- ❒ When using duplex scanning, if the leading edge of the reverse side of the document is dark, the scanned image may appear whitish.
- ❒ When using the ISIS Driver, the image resolution will be limited. If the scanning image is smaller than the size set with the ISIS Driver, lower the resolution (at maximum 675 dpi) using the resolution settings and the area.

Manual Scanning

By setting up a scanner driver that supports the manual scanning function, scanning can be initiated by pressing the【Start】key.

If the manual scanning function is used, then communications between the scanner and the personal computer are no longer needed in cases where it is necessary to set the document in the scanner one sheet at a time, for example.

1 Set the manual scanning function through the scanner driver.

2 Set the documents in the scanner.

3 Press the【Start】key. To end manual scanning, press the【Reset】key.

The Relationship between the Data Size and the Scanning Area, as well as the Resolution

The resolution and the scanning area as well as the data size are all affected in the following way.

- When the resolution (dpi) is set to a high value, the data size becomes larger and the scanning area which can be set becomes smaller.
- When the scanning area is set larger, the data size becomes larger, and the resolution becomes lower.

Note

❒ The size of the scanning area is the standard.

❒ Scanning is not possible when there are blank fields in the setting.

❒ A data size that works with applications and a data size that can scan with a scanner driver are different. For a data size that can work with applications, refer to the manuals that came with each of the applications.

When in [Binary] [half-tone] is Selected

Paper size	Width (mm / inch)	Height (mm / inch)	Resolution(dpi)						
			100	200	400	600	1200	2000	2400
A3	297/11.7	420/16.5	236	943	3772	8487	33968	94398	135942
A4	210/8.3	297/11.7	118	470	1886	4247	16991	47181	67969
A5	148/5.8	210/8.3	58	234	940	2117	8468	23511	33870
A6	105/4.1	148/5.8	29	117	469	1058	4233	11755	16935
B4	257/10.1	364/14.3	176	705	2827	6365	25475	70785	101948
B5	182/7.2	257/10.1	88	354	1415	3183	12734	35393	50972
B6	128/5.0	182/7.2	43	175	703	1583	6339	17619	25386
11×17	279/11.0	432/17.0	227	910	3647	8201	32826	91216	131353
LG	216/8.5	356/14.0	145	580	2327	5231	20940	58170	83800
LT	216/8.5	279/11.0	114	455	1823	4099	16412	45588	65676
5.5×8.5	140/5.5	216/8.5	56	227	913	2058	8231	22870	32955
Long	297/11.7	2000/78.7	1123	4491	17963	40416	161755	—	—

Numerical Value: Data Size (Unit = KB)

When [gray-scale] is Selected

Paper size	Width (mm / inch)	Height (mm / inch)	Resolution(dpi)						
			100	200	400	600	1200	2000	2400
A3	297/11.7	420/16.5	1887	7551	30209	67965	—	—	—
A4	210/8.3	297/11.7	943	3774	15104	33979	135939	—	—
A5	148/5.8	210/8.3	469	1881	7525	16934	67742	188166	—
A6	105/4.1	148/5.8	235	940	3761	8467	33868	94077	135484
B4	257/10.1	364/14.3	1415	5662	22654	50967	203883	—	—
B5	182/7.2	257/10.1	707	2831	11327	25483	101942	—	—
B6	128/5.0	182/7.2	352	1409	5640	12691	50774	141033	203094
11 ×17	279/11.0	432/17.0	1823	7294	29185	65668	—	—	—
LG	216/8.5	356/14.0	1163	4653	18619	41897	167589	—	—
LT	216/8.5	279/11.0	911	3646	14590	32834	131347	—	—
5.5×8.5	140/5.5	216/8.5	457	1829	7320	16477	65907	183074	—
Long	297/11.7	432/17.0	1941	7765	31072	69903	—	—	—

Numerical Value: Data Size (Unit = KB)

When [8 Colors] [8 Colors (half-tone) is Selected

Paper size	Width (mm / inch)	Height (mm / inch)	Resolution(dpi)						
			100	200	400	600	1200	2000	2400
A3	297/11.7	420/16.5	943	3775	15101	33977	135929	—	—
A4	210/8.3	297/11.7	471	1886	7550	16989	67963	188793	—
A5	148/5.8	210/8.3	235	939	3762	8467	33871	94075	135484
A6	105/4.1	148/5.8	117	470	1879	4233	16934	47033	67735
B4	257/10.1	364/14.3	707	2830	11324	25483	101933	—	—
B5	182/7.2	257/10.1	353	1415	5663	12739	50971	141593	203892
B6	128/5.0	182/7.2	176	704	2818	6344	25383	70516	101547
11×17	279/11.0	432/17.0	911	3647	14589	32834	131343	—	—
LG	216/8.5	356/14.0	581	2327	9307	20949	83794	—	—
LT	216/8.5	279/11.0	456	1823	7293	16417	65673	182416	—
5.5×8.5	140/5.5	216/8.5	228	915	3660	8236	32954	91529	131821
Long	297/11.7	432/17.0	970	3883	15533	34947	139814	—	—

Numerical Value: Data Size (Unit = KB)

When [256 colors] is Selected

Paper size	Width (mm / inch)	Height (mm / inch)	Resolution(dpi)						
			100	200	400	600	1200	2000	2400
A3	297/11.7	420/16.5	1887	7551	30209	67965	—	—	—
A4	210/8.3	297/11.7	943	3774	15104	33979	—	—	—
A5	148/5.8	210/8.3	469	1881	7525	16934	67742	—	—
A6	105/4.1	148/5.8	235	940	3761	8467	33868	—	—
B4	257/10.1	364/14.3	1415	5662	22654	50967	—	—	—
B5	182/7.2	257/10.1	707	2831	11327	25483	—	—	—
B6	128/5.0	182/7.2	352	1409	5640	12691	50774	—	—
11×17	279/11.0	432/17.0	1823	7294	29185	65668	—	—	—
LG	216/8.5	356/14.0	1163	4653	18619	41897	—	—	—
LT	216/8.5	279/11.0	911	3646	14590	32834	—	—	—
5.5×8.5	140/5.5	216/8.5	457	1829	7320	16477	65907	—	—
Long	297/11.7	432/17.0	1941	7765	31072	69903	—	—	—

Numerical Value: Data Size (Unit = KB)

When [16,770,000 colors] is selected

Paper size	Width (mm / inch)	Height (mm / inch)	Resolution(dpi)						
			100	200	400	600	1200	2000	2400
A3	297/11.7	420/16.5	5661	22652	90626	203894	—	—	—
A4	210/8.3	297/11.7	2829	11322	45313	101937	—	—	—
A5	148/5.8	210/8.3	1408	5642	22574	50801	203225	—	—
A6	105/4.1	148/5.8	704	2819	11284	25401	101603	—	—
B4	257/10.1	364/14.3	4244	16986	67961	152900	—	—	—
B5	182/7.2	257/10.1	2121	8493	33981	76450	—	—	—
B6	128/5.0	182/7.2	1055	4228	16919	38074	152321	—	—
11×17	279/11.0	432/17.0	5469	21881	87555	197005	—	—	—
LG	216/8.5	356/14.0	3489	13960	55857	125692	—	—	—
LT	216/8.5	279/11.0	2734	10937	43771	98502	—	—	—
5.5×8.5	140/5.5	216/8.5	1372	5488	21960	49431	197722	—	—
Long	297/11.7	432/17.0	5822	23296	93216	209710	—	—	—

Numerical Value: Data Size (Unit = KB)

3. Troubleshooting

This section explains the possible causes and actions to take when the scanner does not scan an image in the expected manner or when the indicators of this unit show an error reading.

When Scanning does not Start

The interface cable is not correctly connected	• Use a suitable interface cable. • Make sure that the interface cable is properly connected.
The locking switch is in the locked position.	• When scanning does not start and a strange noise can be heard when switching on the power, the locking switch at the left side of the main unit is in the locked position. Turn the switch to **【Unlock】**.
The power can not be switched on	• First make sure the power plug is inserted into a household outlet; then set the Power Switch to ON.
No document is set	• Set a document on the Contact Glass or in the Automatic Document Feeder (ADF).
The unit is not recognized as an SCSI device	• First switch on the power of the scanner, then the power of the PC. • When changing the SCSI ID while the power is on, press the Hard Reset Switch. • Make sure the SCSI ID is correctly set. • Make sure the cable is properly connected.

When Scanning is not Performed as Expected.

The scanned image is dirty	• The Contact Glass, the ADF Contact Glass, the White Sheet or the Document Roller is dirty. ⇒ P.21 *"Cleaning"* • Clean the Contact Glass, the ADF Contact Glass, the White Sheet and the Document Roller. ⇒ P.21 *"Cleaning"*
The scanned image is distorted or out of position	• The document was moved while being scanned. Do not move the document during scanning. • The document is not pressed flat against the Contact Glass. Make sure the document is pressed flat against the Contact Glass. • Be sure to tightly align the guide of the Automatic Document Feeder (ADF) with the size of the document.
The scanned image is upside down	• The document was placed upside down. Set the document in the correct direction.
The document image cannot be scanned	• The document was placed with the front and back reversed. Set the document in the correct direction. • When setting documents on the Contact Glass, place the side to be scanned face down; when setting documents in the Automatic Document Feeder (ADF), set the side to be scanned face up. • Make sure the locking switch is in the unlocked position.
The horizontal and vertical ratios of the image do not coincide	• Assign the same values to X and Y using the resolution settings.
The scanning image is smaller that the size set by the ISIS Driver	• Values which go over the limits of the hardware, have been set in the area and resolution settings. Re-set the resolution by assigning lower values.
Dirt sticks to the document	• Clean the Feed Roller, Document Roller and Document Rolling Unit. ⇒ P.21 *"Cleaning"*

When the Indicators Show an Error Reading

This section explains the meaning of error readings displayed on the indicator of this unit and the measures to be taken.

Note

❒ If an error that is not shown in the previous table occurs, switch off the unit and then switch the power back on. If the error reading has not disappeared, contact your nearest service shop and give a description of the error reading.

				Error description	Solution
☆	-	-	☆	The Automatic Document Feeder (ADF) or its cover is not fully closed.	Close the Automatic Document Feeder (ADF) or its cover fully.
☆	-	★	☆	A document is jammed inside the Automatic Document Feeder (ADF).	Remove the jammed document.
☆	-	☆	☆	The document is not transported by the Automatic Document Feeder (ADF) in the expected way.	Remove the document that was not transported correctly.
★	★	★	★	System error	Contact your nearest service shop.

☆:On

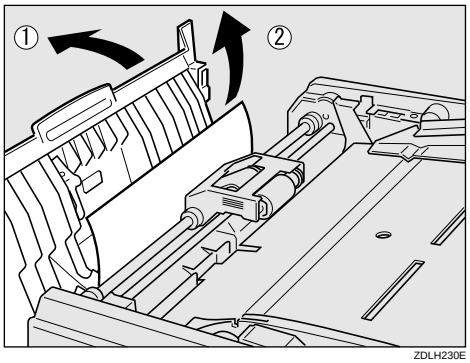
★:Blinking

-:Off

When a Document is Jammed inside the Automatic Document Feeder (ADF)

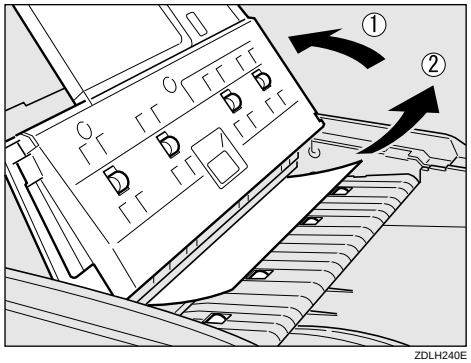
Follow the procedure below when a document is jammed inside the Automatic Document Feeder (ADF).

1 **Open the cover of the Automatic Document Feeder (ADF). If there is a jammed document, remove it.**



ZDLH230E

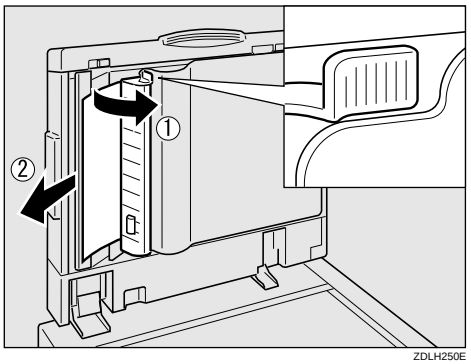
2 **Open the Document Tray. If there is a jammed document, remove it.**



ZDLH240E

3 **Open the Automatic Document Feeder (ADF).**

4 **Lower the green knob. If there is a jammed document, remove it.**



ZDLH250E

5 **Close the Automatic Document Feeder (ADF).**

Cleaning

⚠ *WARNING:*

- Never remove any covers or screws other than those specified in this manual. The inside of the scanner contains high-voltage components that can cause electrical shock. Have all inspections, adjustments, and repairs inside the scanner performed by an authorized dealer only.
- Do not attempt to modify this scanner in any way. Modification can cause fire or electrical shock.

⚠ *CAUTION:*

- When disconnecting the power cord, always make sure to hold onto the plug. Do not pull on the power cord itself. This can cause damage to the cord, fire or electrical shock.

We recommend periodically cleaning the scanner to ensure that it is in optimum operating condition. First, wipe off the scanner with a dry, soft cloth. Next, dampen a soft cloth with water, wring it out tightly, and then wipe off the scanner. Use a neutral detergent for exterior portions of the scanner where soiling cannot be removed with water alone. Wipe off the rubber rollers with ethyl alcohol, and then wipe with a cloth dampened with water. Finally, wipe off the rollers and exterior with a dry cloth to remove any excess moisture.

Important

❒ Do not use volatile chemicals such as benzene, paint thinner or spray with insecticides. This can cause deformation, discoloration and cracking.

❒ Wipe off the Automatic Document Feeder (ADF) with a dry, clean cloth when there is dust or soiling present inside.

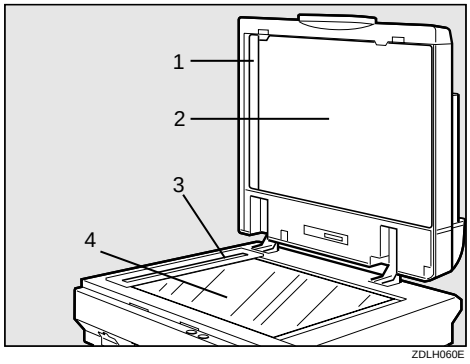
Cleaning the Contact Glass, ADF Contact Glass, White Sheet, and White Plate

⚠ *CAUTION:*

- Be careful not to pinch your fingers when closing the Automatic Document Feeder (ADF).

1 **Turn off the power of the scanner and unplug the power cord from the outlet.**

2 **Wipe off the scanner with a dry, soft cloth.**



1. **White Plate**

2. **White Sheet**

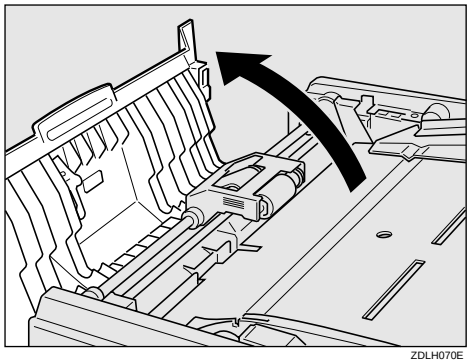
3. **ADF Contact Glass**

4. **Contact Glass**

Cleaning the Feed Roller

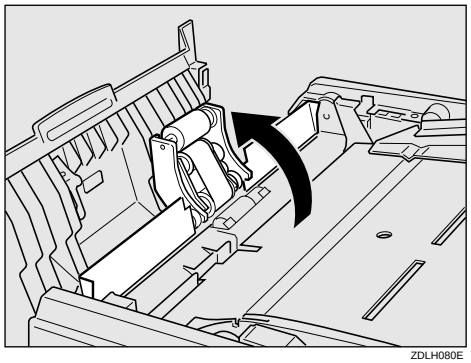
1. **Turn off the power of the scanner and unplug the power cord from the outlet.**

2. **Open the cover of the Automatic Document Feeder (ADF).**



ZDLH070E

3. **Open the roller unit. While turning it with your fingers, wipe off the Feed Roller with a tightly wrung out cloth dampened with water .**



ZDLH080E

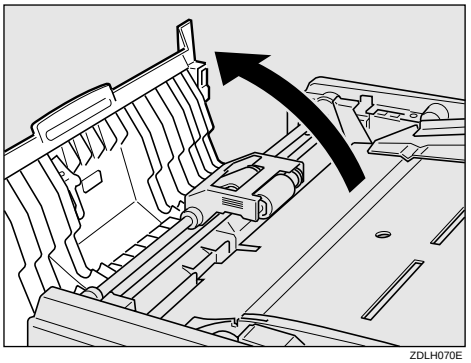
Note

❒ Always make sure to clean the Feed Roller after scanning a document written in pencil or other material that is not firmly fixed to the paper. Failure to clean the Feed Roller can cause soiling of the next document scanned.

Cleaning the Document Roller

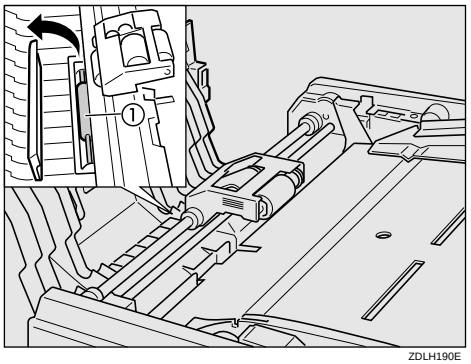
1. **Turn off the power of the scanner and unplug the power cord from the outlet.**

2. **Open the cover of the Automatic Document Feeder (ADF).**



ZDLH070E

3. **While turning it with your fingers, wipe off the Document Roller (①) with a tightly wrung out cloth dampened with water.**

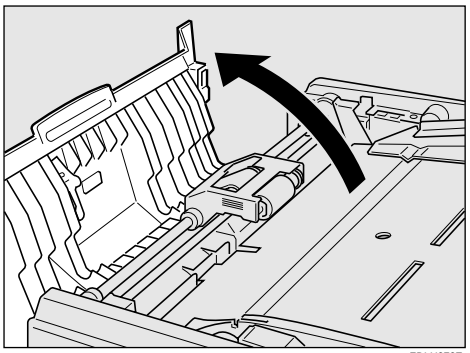


ZDLH190E

Cleaning the Document Rolling Unit

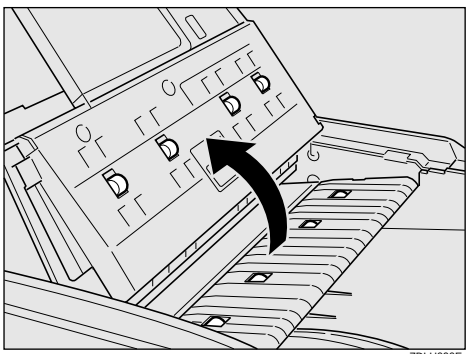
1. **Turn off the power of the scanner and unplug the power cord from the outlet.**

2. **Open the cover of the Automatic Document Feeder (ADF).**



ZDLH070E

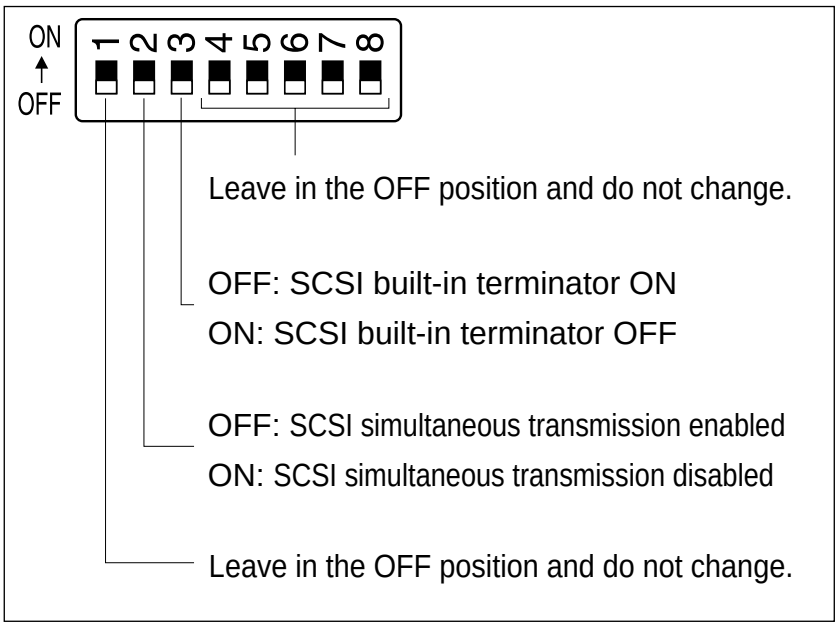
3. **Open the Document Tray and wipe off the Document Rolling Unit with a tightly wrung out cloth dampened with water.**



ZDLH090E

Setting of the DIP Switches

Only the settings for 2 or 3 DIP Switches can be changed for this unit. Do not make other changes.



Important

- Depending on the SCSI cable used, there is a possibility of malfunction during simultaneous transmission. In this case, set the 2nd DIP switch to ON (SCSI :simultaneous transmission disabled).
- When switching off the SCSI built-in terminator, set the 3rd DIP switch to ON (SCSI built-in terminator OFF).

Moving and Transporting the Scanner

⚠ ***CAUTION:***

- This scanner weighs approximately 28 kg.
- When lifting, please make sure to lift slowly so as to minimize physical strain with two persons or more while holding onto the handles located in the center on both sides. Failure to lift using proper caution, reckless handling or allowing the scanner to drop can cause injury.
- When transporting over long distances, please consult an authorized dealer.

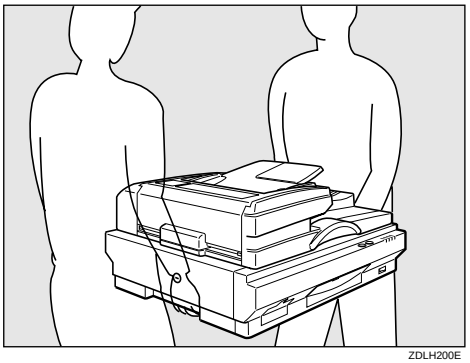
- Safety laws and regulations (including those stipulating radio wave regulations and material regulations) differ in each country. Use of this product and its consumable supplies, etc. in foreign countries in violation of these regulations may be punishable by law.
- Information regarding measures for ensuring safe transport can be obtained from an authorized dealer. However, packaging and transport are to be performed by the customer.

Moving Over Short Distances

1 Turn off the power of the scanner and unplug the power cord from the outlet.

2 Disconnect all cables connected to the scanner.

3 Transport the scanner.



ZDLH200E

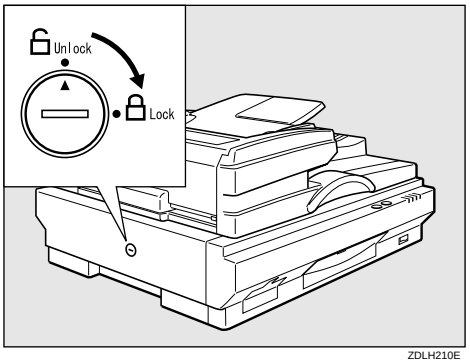
Important

❒ Try to keep the scanner as level as possible during transport.

Transporting the Scanner

1 **Turn on the Power Switch. Allow the scanner to remain on for at least 20 seconds, and then turn it off.**

2 **Set the Lock Switch on the left side of the scanner to the 【Lock】 position.**



ZDLH210E

3 **Place the scanner in the original box and transport.**

Important

- ❒ Disconnect all cables connected to the scanner.
- ❒ This scanner is a precision device. Be careful so that it is not damaged during transport.
- ❒ Use the cushioning materials provided with the scanner at the time of purchase.

Discarding the Unit

When you want to discard the unit, consult the shop where you purchased the unit or a service shop .

Precautions Concerning the IEEE1394 Interface

Please take the following precautions when using the IEEE1394 interface for scanning with this unit.

- If the power of this unit is switched OFF when the Scanner driver is being accessed or if the power is OFF when the Scanner driver is started up, the PC will freeze. When scanning using the IEEE1394 interface, do not switch OFF the power of this unit. Always make sure the power of this unit is switched ON before scanning.
- When multiple IEEE1394 compatible devices are connected with multiple PC's, the operation of the scanner may become unstable. Please confirm proper operation of the scanner when connecting multiple IEEE1394 compatible devices.
- If an IEEE1394 device is detached while scanning is being performed or data is being transmitted, the scanning or transmitting will be interrupted. Connect the IEEE1394 compatible device and switch the power on or off only when the machine is in standby mode.
- Up to 4 PC's can be logged in simultaneously.
- IEEE1394 Interface can only be available on WindowsMe, Windows2000.
- The TWAIN Driver can only be used when the scanner is connected to a computer via an IEEE1394 Interface. An ISIS Driver can only be used with a SCSI connection.

Specifications

Model	Desktop flatbed scanner	
Scanning methods	Fixed document scanning and moving document scanning	
Scanning area	• Contact Glass Main-direction : 300mm (11.8″) Max. Sub-direction : 432mm (17.0″) Max.	• ADF Main-direction: 297mm (11.7″) Max. Sub-direction: 2000mm (78.7″) Max. (When scanning 1-sided binary) 630mm (24.8″) Max. (When scanning 1-sided color) 432mm (17.0″) Max. (When scanning 2-sided)
Resolution	Main scanning: 600dpi Sub scanning: 600dpi	
Grey scale	Input: 12 bit per color/pixel Output: 8 bit per color/pixel	
Color	Output: RGB, sRGB	
Scanning time:	Binary: 0.605msec/line Color: 1.815msec/line	
Scanning speed	Binary: 30 ppm (when using SCSI-2/3 (Ultra-SCSI) connection) Color: 10 ppm (when using SCSI-2/3 (Ultra-SCSI) connection)	
Warm-up time	Max. 20 seconds	
Interface	SCSI-2/3 50-pin half-pitch (pin-type) × 2	
Power	120 V, 60 Hz, 2A	
Power consumption	• With full option During standby: 60W During operation: 140W	• Without options During Low Power mode: 12W or less During standby: 40W During operation: 110W
Size	590×546×265mm (23.2″×21.5″×10.4″)(W×D×H) (incl. ADF)	
Weight	28kg(61.7lb)	

Options

❖ Expansion interface board

- IEEE1394 Interface Board Type S
  This allows a connection to be made between this unit and a PC using an IEEE1394 interface.

❖ Expansion function board

- Image Processing Unit Type A
  Allows high-grade image processing including automatic dynamic thrsh-old mode and auto photo letter separation

❖ Network Interface Kit

- Network Interface Kit Type S
  This allows a scanner to be shared by multiple personal computers via the Ethernet (TCP/IP).

Note

❒ The Network Interface Kit will be commercially available a various times depending on the area. Contact your local dealer about the release information.

❖ Memory unit

- Memory Unit Type B (32MB)
- Memory Unit Type B (64MB)
- Memory Unit Type B (128MB)

Note

❒ These Memory Units are options for the Network Interface Kit.

INDEX

C

Caution, ii
Cleaning, 21
ADF Contact Glass, 21
Contact Glass, 21
Document Roller, 22
Document Rolling Unit, 23
Feed Roller, 22
White plate, 21
White Sheet, 21

D

Discarding the Unit, 28

M

Moving and Transporting the Scanner, 26

O

Options, 31

P

Placing the Document
Contact Glass, 5

Q

Quick Installation Guide, v

S

Scanner Reference, v
Setting Documents
Automatic Document Feeder (ADF), 6
Setting Documents in the Automatic Document Feeder (ADF)
Simples Scanning, 7
Setting documents in the Automatic Document Feeder (ADF)
Duplex Scanning, 8
Setting of the DIP Switches, 25
Setting the Document, 1
Setup Guide, v
Size of Documents that can be set, 1

W

Warning, ii

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Color Scanner

Model Number: Ricoh Aficio Color Scanner IS330DC

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

O means POWER OFF.

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UE (USA) G412-6665

ScanRouter V2 *Lite*

Setup Guide

Preface

ScanRouter V2 Lite is a delivery server which can deliver documents read by a scanner or delivered from DeskTopBinder V2 to a specified delivery destination via a network. You can set how to process documents for each destination or perform settings about a delivery server using attached ScanRouter V2 Administration Utility.

This guide explains how to set up ScanRouter V2 Lite. For information about how to use ScanRouter V2 Lite, see Help for ScanRouter V2 Lite after it is installed.

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Pentium is a registered trademark of Intel Corporation.

Other company names and product names are trademarks or registered trademarks of their respective companies. They are used for explanations in this guide and the right of their owner only. This use does not infringe on the right of the owner.

- The proper names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- The proper names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server

TABLE OF CONTENTS

1. System Requirements

Computer **1**

2. ScanRouter V2 Lite Setup

Account Settings-Windows NT/2000 Only **3**
When a Member of a Domain 3
When Not a Member of a Domain 4

3. ScanRouter V2 Lite Installation

ScanRouter V2 Lite Installation **7**
Installing ScanRouter V2 Administration Utility in a Client Computer ... **10**
System Requirements 10
ScanRouter V2 Administration Utility Instllation 10
Dial-up-related Device 11
Uninstalling ScanRouter V2 Lite **12**

4. After Installation

Start Menu **13**
Basic Settings **14**

5. Appendix

Troubleshooting **17**
INDEX **18**

1. System Requirements

To use a computer as ScanRouter V2 Lite, the computer must meet the following system requirements:

Limitation

❒ Do not install ScanRouter V2 Lite in a computer used as a mail server, Web server, database, and so on.

❒ For Windows NT Server or Windows 2000 Server, install ScanRouter V2 Lite in a stand-alone server. Do not install it in a primary domain controller or backup domain controller.

❒ If you install ScanRouter V2 Lite in a computer in which ScanRouter is already installed, ScanRouter will be uninstalled.

❒ You cannot install ScanRouter V2 Lite in a computer in which ScanRouter Professional is installed.

❒ You cannot connect from DeskTopBinder and ScanRouter Client Software to ScanRouter V2.

Computer

❖ **CPU**

Pentium 200MHz minimum (Pentium II 350MHz minimum is recommended)

❖ **Operating Systems**

- Microsoft Windows 95 OSR2 or later
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows NT Server 4.0 + Service Pack 5 or later
- Microsoft Windows 2000 Server
- Microsoft Windows Me

❖ **RAM**

64 MB or more (128 MB or more is recommended)

❖ **Hard Disk Space**

At least 200 MB of disk space is required for installation.

Note

❒ In addition, 500 MB or more is required to save documents.

❖ **Protocol**

TCP/IP

Limitation

- ❒ Do not use ScanRouter V2 Lite in the WAN environment. Timeout may occur during connection depending on the network, and documents cannot be delivered normally.
- ❒ The total of 1000 documents can be managed by ScanRouter V2 Lite. One in-tray can receive 100 documents. If this limitation is exceeded, the performance may be deteriorated.
- ❒ If documents are sent to ScanRouter V2 Lite when "Grayscale" or "Color" is set as a read condition in the network device, 600 dpi is set as resolution, or large images are read, the processing may be delayed. When you normally use such images, we recommend that you increase the capacity of the CPU, memory, and hard disk of your computer.

2. ScanRouter V2 Lite Setup

Before installing ScanRouter V2 Lite, you need to set up a computer as delivery server. Before setup, configure the TCP/IP settings. For information about the TCP/IP settings, ask the network administrator.

Account Settings-Windows NT/2000 Only

To install and launch ScanRouter V2 Lite, use the same account which was created in Windows and gave the Administrator permission. How to create the account is explained below.

The procedure for creating an account and setting the permissions is different depending on whether the router is a member of a domain.

Note

- ❒ Use the same account when ScanRouter V2 Lite is installed.
- ❒ The existing account with equal authority can also be used.

When a Member of a Domain

Preparation

If you want to create a new account, ask the network administrator to register an account to be used only for ScanRouter V2 Lite in the domain server.

For Windows NT

1 **Log on as a member of the Administrators group.**

2 **Select [Start], point to [Programs], point to the [Administration Utility] folder, and select [User Manager] or [User Manager for Domains].**

3 **Select [Administrators] from the group list and select [Properties] from the [User] menu.**

The local group properties are displayed.

4 **Select [Add].**

A list of users and groups which belong to the domain is displayed on the "Add Users and Groups" dialog box.

5 **With the [Name] box, select a launch account, and then select [Add].**

If the account is not displayed, check if the correct domain server is selected from **[Domain or Computer]** drop-down menu.

6 **Since the launch name is added to the [Add Names] box, select [OK].**

7 **Make sure that the launch account has been added to the [Members] box, and select [OK].**

8 **Exit User Manager.**

For Windows 2000

1 **Log on as a member of the Administrators group.**

2 **Right-click [My Computer], then select [Manage].**

3 **Open [Local Users and Groups] in the console tree, then open the [Groups] folder.**

Click on **[Administrators]**, then from the **[Action]** menu, select **[Properties]**.

4 **Click [Add].**

A list of the users and groups which belong to the domain is displayed in the **[Select Users or Groups]** dialog box.

5 **In the upper list box, click the administrator's account name, then click [Add]**

If the account is not displayed, check if the correct domain server is selected from the **[Look In]** drop-down menu.

6 **The administrator's name is added to the lower list box.**

Click **[OK]**.

7 **Check that the administrator's name is added to the [Members] box.**

Click **[OK]**.

8 **Close [Computer Management].**

When Not a Member of a Domain

For Windows NT

1 **Log on as a member of the Administrators group.**

2 **Select [Start] and point to [Programs] to select [User Manager] from the [Administration Utility] folder.**

3 **Select [New User]in the [User].**

The "New User" dialog box appears.

4 **Remove the check mark of [User Must Change the Password During the Next Logon.] and enter other item.**

5 **Select [Group].**

6 **Select [Administrators] in the [Not Member of] box, and then select [Add].**

[Administrators] is added to **[Member of]**.

7 **Select [OK].**

8 **Select [OK] to close the "New User" dialog box.**

9 **Exit User Manager.**

For Windows 2000

1 **Log on as a member of the Administrators group.**

2 **Right-click [My Computer], then select [Manage].**

3 **Open [Local Users and Groups] in the console tree, then open the [Users] folder.**

From the **[Action]** menu, select **[New User]**.

The **[New User]** dialog box appears.

4 **Click to clear the [User must change password at next logon] check box, and enter the other items.**

5 **Click [Create], and then [Close].**

6 **Open [Local Users and Groups] in the console tree, then open the [Groups] folder.**

7 **In the right pane, click [Administrators]. Then from the [Action] menu, select [Properties].**

8 **Click [Add].**

A list of the users and groups which belong to the domain is displayed in the **[Select Users or Groups]** dialog box.

9 **In the upper list box, click the administrator's account name to highlight it, then click [Add].**

10 **The administrator's name is added to the lower list box.**

Click **[OK]**.

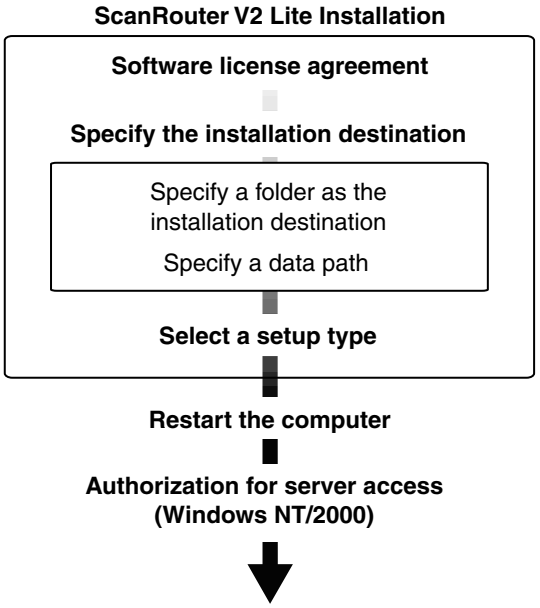
11 **Check that the administrator's name is added to the [Members] box.**

Click **[OK]**.

12 **Close [Computer Management].**

3. ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the flow below.



ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the procedure below.

Make sure that you have all finished preparing for the server to be installed.

Important

❒ After installation is complete, be sure to restart the computer. If ScanRouter V2 Lite is launched before relaunching the computer, it may not work normally. In this case, reinstall ScanRouter V2 Lite.

Note

❒ When you use ScanRouter V2 Lite in Windows NT/2000, log on Windows with a launch account which was set in *"Account Settings-Windows NT/2000 Only"* ⇒ P.3 during installation.

1 Display the "Set up ScanRouter V2 Lite" dialog box of ScanRouter V2 Lite.

2 Select [ScanRouter V2 Lite].

3 When ScanRouter is installed, select if ScanRouter data is used.

When "Yes" is selected, conversion is performed so that address book data in ScanRouter can be used for ScanRouter V2 Lite.

Note

❒ Save in advance necessary data other than the address book data in ScanRouter in a different location.

A dialog box for confirming installation start appears.

4 Select [Yes].

5 Select [Next] on the displayed dialog box.

6 Confirm the software license agreement and select [Yes].

"Select Installation destination" appears.

7 Enter user information and select [Next].

8 Confirm the displayed information and select [Yes].

"Select Installation Destination" appears.

9 Specify the installation destination.

Note

❒ If DeskTopBinder V2 or ScanRouter V2 Link is already installed, you cannot specify the installation destination.

❶ Enter a folder for the installation destination and select [Next].

Note

❒ You cannot specify the following locations:

- Folders in which Windows is installed
- Root directory
- Within removal media such as MO disk

❷ Enter a data path and select [Next].

You can specify a location for saving data.

Note

❒ You cannot specify the following locations:

- Folders in which Windows is installed
- Root directory
- Within removal media such as MO disk
- In Program Files folder

10 Select a setup type.

You can select the mode of launching the delivery server.

- Launch from Program Folder
  After you log on Windows with the account for launching the delivery server, select **[Start]** and then select **[ScanRouter V2 Administration Utility]** in **[ScanRouter V2 Lite]** depending on the settings during installation from the **[Programs]** folder to launch the delivery server.
- Launch at Startup
  After you log on Windows with the account for launching the delivery server, the delivery server launches automatically.
- Run in service mode
  The delivery server launches in the background regardless of the account during log-on. In this case, documents cannot be delivered to the network drive.

Setup Type	Launch from Program Folder	Launch at Startup	Run in service mode
Delivery to the Network Drive	Possible	Possible	Impossible

11 Confirm the contents of registration.

When **[OK]** is selected, ScanRouter V2 Lite is installed and "ScanRouter V2 Lite installation is complete." appears.

12 Uninstalling ScanRouter starts. (Only when ScanRouter V2 Lite is installed) Uninstall ScanRouter by following the display of the dialog box.

13 Relaunch the computer by following the display of the dialog box.

Note

❒ Before the computer relaunches and the settings are complete, ScanRouter V2 Lite does not work normally.

14 The installation is complete.

For Windows NT/2000, Authorization for Server Access is performed.

❶ **Select [Next].**

❷ **Enter a password in the [Password] box and [Enter to Confirm Password] box.**

❸ **Select [OK].**

Windows settings required to operate ScanRouter V2 Lite are changed. When the "delivery server setup is all complete." message appears, the settings have been finished.

Installing ScanRouter V2 Administration Utility in a Client Computer

You can install the ScanRouter V2 Administration Utility in a client computer to manage the delivery server from the client computer.

Note

❒ Set up an environment correctly when the ScanRouter V2 Administration Utility is used in a dial-up connection computer.

❒ You need not individually install the ScanRouter V2 Administration Utility in the delivery server in which ScanRouter V2 Lite is already installed.

System Requirements

Before installing ScanRouter V2 Administration Utility, make sure your computer meets the following system requirements:

- Computer
  PC/AT compatible computer
- One of the following operating systems:
  Microsoft Windows 95 Operating System Release 2 or later
  Microsoft Windows 98
  Microsoft Windows 98 Second Edition
  Microsoft Windows Millennium Edition
  Microsoft Windows NT Workstation 4.0 Service Pack 5 or later
  Microsoft Windows NT Server 4.0 Service Pack 5 or later
  Microsoft Windows 2000 Professional
  Microsoft Windows 2000 Server
- CPU
  Pentium 133 MHz or faster
  (Pentium II 266 MHz or faster recommended)
- RAM
  48 MB or more
  (64 MB or more recommended)
- Hard Drive Space Available
  50 MB or more (200 MB recommended)
- Display
  800×600 pixel 64 K color or better is recommende

ScanRouter V2 Administration Utility InstIlation

1 Display the "Set up ScanRouter V2 Lite" dialog box of ScanRouter V2 Lite.

2 Select [ScanRouter V2 Administration Utility].

A dialog box for confirming installation start appears.

3 Select [Yes].

4 Select [Next] on the displayed dialog box.

5 Confirm the software license agreement and select [Yes].

"Select Installation Destination" appears.

6 Enter a folder for an installation destination and select [Next].

Note

❒ If DeskTopBinder V2 or ScanRouter V2 Link is already installed, you cannot specify the installation destination because it will be a common folder. "Select Installation Destination" does not appear.

❒ You cannot specify the following locations:

- Folders in which Windows is installed
- Root Directory
- Within removal media such as MO disk

7 Confirm the contents of registration.

When **[OK]** is selected, the ScanRouter V2 Administration Utility is installed.

Dial-up-related Device

When the dial-up router is connected in an environment in which ScanRouter V2 is used

Appropriately perform the settings below. If the network environment is changed, perform the settings again.

The delivery server must be set up.

- network device
- ScanRouter V2 Administration Utility
- ScanRouter V2 Link
- DeskTopBinder V2

A network device must be set up.

- delivery server (set up in the setting of I/O devices of ScanRouter V2 Administration Utility)

Important

❒ If the delivery server is connected when a connection to the delivery server via the dial-up router is set, the line may be connected and telephone charges may be collected.

When you use a dial-up connection computer

When the ScanRouter V2 Administration Utility, DeskTopBinder V2, or ScanRouter V2 Link is used in the dial-up connection computer, a dial-up connection may be made due to the connection to the delivery server, depending on the setting.

Important

❒ When you set that your computer is automatically connected to the Internet, without displaying the dialog box for confirming the connection, the line is connected and telephone charges occur. To avoid the unnecessary dial-up connection, be sure to set to display connection confirmation during operation. Also, check if the unnecessary dial-up connection is made when these software products are used.

Uninstalling ScanRouter V2 Lite

This section explains how to uninstall ScanRouter V2 Lite.

The contents of the RDCab folder remain after ScanRouter V2 Lite is uninstalled.

Important

❒ Before uninstallation, be sure to back up the system and various data. Stop the delivery server from the ScanRouter V2 Administration Utility.

Note

❒ ScanRouter V2 Lite cannot be uninstalled when network devices are configured in **[Set I/O Device]**. To uninstall ScanRouter V2 Lite, delete all the network devices set in **[Set I/O Device]** first.

1 **Exit the ScanRouter V2 Administration Utility.**

2 **Select ScanRouter V2 Lite in [Add and Delete Application] on the control panel, and then select [Add and Delete] or [Change/Delete].**

The "InstallShield Wizard" dialog box appears.

3 **Select "Delete" and then select [Next].**

The Confirmation dialog box appears.

4 **Select [OK].**

5 **Select if setting information such as a destination is deleted.**

ScanRouter V2 Lite has been uninstalled and "Exit of Maintenance" appears.

Note

❒ If you are asked to delete a file which may be shared with other programs, select **[No]**.

6 **Select [Complete].**

Note

❒ If only ScanRouter V2 Lite is installed in a computer, you can delete the RDCab folder (or a folder specified as a data path)⇒ P.7 *"ScanRouter V2 Lite Installation"*. If DeskTopBinder V2 or ScanRouter V2 Link is installed in the same computer, however, do not delete the RDCab folder (or a folder specified as a data path). If you want to delete the data in ScanRouter V2 Lite, delete the DR folder and the DRTmp folder in the RDCab folder (or a folder specified as a data path)

Start Menu

Select **[Start]** and point to **[Programs]** and then **[ScanRouter V2]** folder. The menus below appear. These are entries for each function of ScanRouter V2 Lite.

- ScanRouter V2 Administration Utility
  Launches the ScanRouter V2 Administration Utility.
- delivery server (only for server computer)
  Only if you select "Program Folder" in Start mode during installation, the delivery server appears on the Start menu. Unless you launch the ScanRouter V2 Administration Utility, you can start the service of the delivery server.
- Readme
  Displays product information.
- Management Guide
  Displays the Management Guide. This guide explains the operation of the delivery server.

Note

❒ To exit the delivery server, select **[Suspend Services]** from the **[Server]** menu of the ScanRouter V2 Administration Utility.

Basic Settings

You can set an "administrator password," a "Destination," and "network device" at least required to operate the delivery server. Turn on the power of the network device in advance. Some devices do not require its settings. For more information, see the **[Management Guide]** or **[Readme]** on the Start menu, or Help. To display Help, select **[Help]** on the operation dialog box.

1 Launch the ScanRouter V2 Administration Utility.

❶ **Select [Start] and point to [Programs]to select [ScanRouter V2 Administration Utility] from the [ScanRouter V2] folder.**

The ScanRouter V2 Administration Utility launches and a dialog box for entering a password appears.

❷ **Since the password is not set immediately after installation, select [OK] without entering anything.**

The "ScanRouter V2 Administration Utility" dialog box appears.

2 Set an administrator's password.

Set an administrator's password in the ScanRouter V2 Administration Utility so that the settings cannot be changed.

❶ **Click [Set Administrator] from the [Server] menu.**

The **[Set Administrator]** dialog box appears.

❷ **Enter a new password (within eight alphanumeric characters) in two [Password] boxes.**

Since the lower **[Password]** box is used for confirmation, enter the same password as the upper password.

❸ **Click [OK].**

The password has been set.

3 Set up a network device if required.

❶ **Select [Set I/O Device] from the [Server] menu.**

The "Set I/O Device" dialog box appears.

❷ **Select [Add].**

The "Add I/O Device" dialog box appears.

❸ **Enter the host name or IP address of the network device to be used for delivery, and select [OK].**

Note

❒ You can select **[Browse]** to select the network device.

The selected network device is displayed on the "Set I/O Device" dialog box.

❹ **Select [OK].**

4 Register a user as a destination.

Documents are delivered and saved for each in-tray. When the user is registered in the ScanRouter V2 Administration Utility, an in-tray for the user is used, and you can use it to specify the destination of documents.

Note

❒ If the same document is delivered to multiple users, you should create a group.

Limitation

❒ Up to 100 users can be registered together with groups.

❶ **Open the tree of [Delivery Server] on the left side of the dialog box to select [Destination] in [Delivery Table].**

The **[Operations]** menu appears on the menu bar.

❷ **Select [Add New Destination-User] on the [Operations] menu.**

The "Add New Destination-User" dialog box appears.

❸ **Enter an in-tray name in the [Name] box.**

❹ **Set a delivery type.**

① Select the delivery type from the **[Delivery type selection:]** box, and then select **[Add]**.

- In-Tray save
  Received documents are saved in the in-tray. The client computer can receive them by ScanRouter V2 Link and DeskTopBinder V2.
- Save as Windows file
  Delivered documents are saved in the specified location as a file. Multiple locations can be specified.

Note

❒ Only the folders that is identified the delivery server can be specified as a save location.

❺ **Set a password if required.**

① Select **[Set/Change Password]**.

② Enter a password (within eight alphanumeric characters) in two **[Password:]** boxes. Since the lower **[Password:]** box is used for confirmation, enter the same password as the upper password.

③ Select **[OK]**.

❻ **Select [OK].**

The user is added to **[Destination List]**.

❼ **Repeat the operation from Step ❷ to register all users.**

5 Launch the delivery server.

Perform the operation below only if the delivery server is launched manually when the type of starting the delivery service is set to **[Program Folder]** during installation.

❶ **Select [Resume Services] from the [Server] menu.**

The delivery server starts.

Troubleshooting

Problem	Cause/Action
When the management server is selected, "The specified computer name or IP address is not valid. Please specify another name or address." appears.	Check if the power of the server computer is turned on, the network cable is connected correctly, or the IP address is specified correctly.
When a password is entered on the Authorization for Server Access dialog box, the "The password may be wrong. If the password is correct, press **[**Cancel**]** on the "Password Entry" dialog box and close." message appears.	A password for the Windows logon account for launching the delivery server may be wrong or account rights may be changed. Make sure that the password and account rights are correct, and then reenter the password. After the password is entered, relaunch the computer.

INDEX

A

Administration utility, 13

D

Data path, 8
Domain, 3

I

Installation, 7
Installation destination, 8, 11

L

Launch account, 3

S

ScanRouter, 7
Setup type, 8
Start menu, 13
Start mode, 8
System Requirements, 1

T

Troubleshooting, 17

U

Uninstalling, 12
Upgrade, 7

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ScanRouter V2 Lite Setup Guide

UE (USA) B427ENY0-01A

ScanRouter V2 *Lite*

Management Guide

Preface

This guide explains how to use ScanRouter V2 Lite. For information about setting up ScanRouter V2 Lite, see the ScanRouter V2 Lite Setup Guide. For information about using ScanRouter V2 Lite, see ScanRouter V2 Administration Utility Help.

Network devices used in the illustrations of this guide are examples. They may differ from actual network devices.

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TABLE OF CONTENTS

1. Overview of ScanRouter V2 Lite

ScanRouter V2 Lite Delivery System 1
Delivery System Layout 1
Features of the Delivery System 2

2. Using the Delivery System

Network Administrator Duties 5
Before You Start 5
Launching/Quitting the Delivery Server 6
Daily Operations 7
Other Operations 8

3. Using ScanRouter V2 Administration Utility

ScanRouter V2 Administration Utility 11
ScanRouter V2 Administration Utility Features 11
Launching ScanRouter V2 Administration Utility 11
Using Help 12
Screen Layout 13
Suspending and Resuming Service 14
Server Settings 15
Select Server 15
Set Administrator 15
Set Preferences 15
Set I/O Device 16
Set Delivery Feature Defaults 16
Delivery Table Settings 17
Destinations 17
Senders 19
Undelivered Data Tray 20
Log Administration 22
Scan Delivery Log Administration 22
Error Log Administration 23
Maintenance 24
Backing Up and Restoring 24
System Recovery 25
Returnnig to Installation Defaults 25

4. Appendix

Troubleshooting **27**

Error Log **29**

Uninstalling ScanRouter V2 Lite **30**

Dial-up Connection **31**

Using Dial-up Router with ScanRouter V2 Lite 31

Using a Dial-up Network Computer 31

INDEX **32**

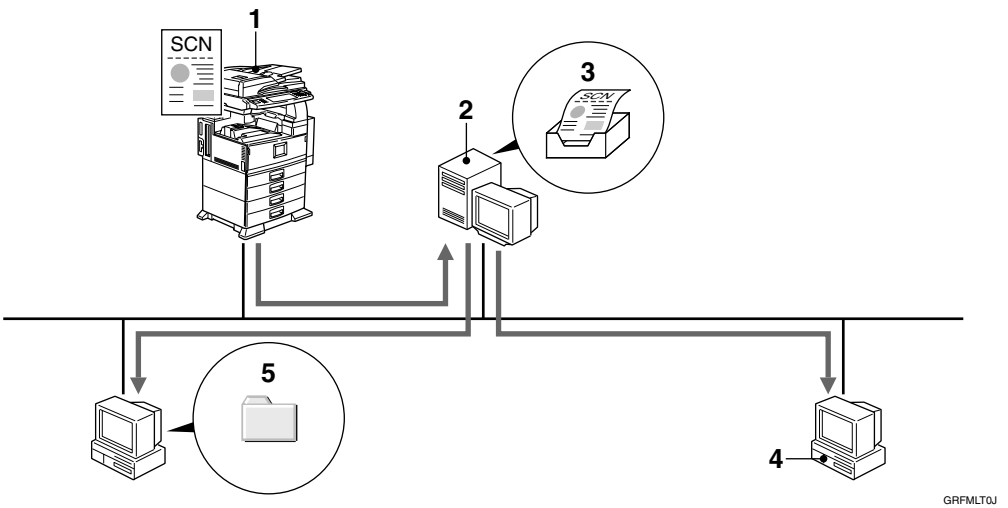
1. Overview of ScanRouter V2 Lite

ScanRouter V2 Lite Delivery System

ScanRouter V2 Lite allows you to save scanned documents in remote folders or to deliver documents to multiple destinations.

Delivery System Layout

The diagram below shows the layout of the ScanRouter V2 Lite delivery system. Scanned documents are delivered to the destination with the selected delivery method.



1. Network Devices

Select a destination, and then scan.

2. Delivery Server

The server works with other devices on the network to ensure document delivery. The system administrator uses the delivery table to configure delivery settings for each user.

Available delivery methods:

- In-Tray save
- Save as Windows file

Reference

⇒ P.2 *"Available delivery methods"*

3. In-Tray

The ScanRouter V2 Administration Utility configures an in-tray for each user. When **[In-Tray save]** is selected, documents are saved in the in-tray.

4. Client Computer

Install DeskTopBinder V2 and/or ScanRouter V2 Link on the client computers.

- DeskTopBinder V2 can read, copy and/or delete documents in the in-tray.
- ScanRouter V2 Link can automatically retrieve documents or notify users that new documents have arrived.

5. Shared Folder on the File Server

When **[Save as Windows file]** is selected, you can send and save documents to a shared folder of the file server.

Note

- ❒ For information about available network devices, see the ScanRouter V2 Readme or Compatible Device List.
- ❒ Scanned documents are delivered to the delivery server over the network.
- ❒ The scanner can display the preset destinations on the operation panel, but this requires appropriate operation on the scanner.
- ❒ Undeliverable documents are saved in the undelivered data tray.
- ❒ Do not use ScanRouter V2 Link or ScanRouter V2 Administration Utility installed on a client computer connected to WAN, as this may result in system timeouts and incomplete delivery.
- ❒ Be sure to correctly configure any computers that use dial-up access.

Reference

⇒ P.31 *"Dial-up Connection"*

Features of the Delivery System

ScanRouter V2 Lite has the following functions to ensure that the right document reaches the right person efficiently.

Deliverable Documents

The following type of document is deliverable:

- Scanned documents

Available delivery methods

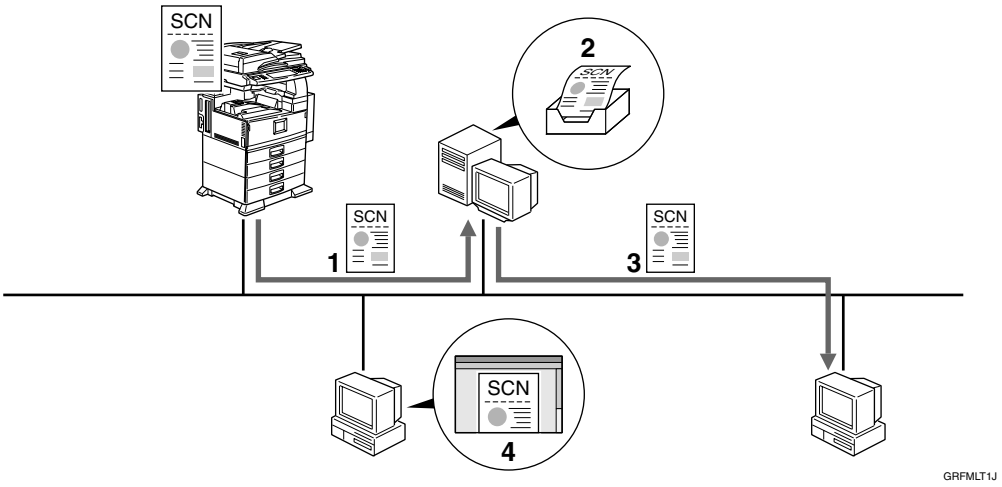
The following delivery methods are available for each user.

- In-Tray save
- Save as Windows file

❖ In-Tray save

Documents can be saved in the in-tray on the delivery server. The in-tray properties are set for individual users.

- You can read documents saved in the in-tray by DeskTopBinder V2.
- ScanRouter V2 Link can retrieve documents from the in-tray.



1. **The scanner sends scanned documents to the delivery server.**

2. **The delivery server saves scanned documents in the in-tray.**

3. **A client computer installed with ScanRouter V2 Link can retrieve documents or notify users of document arrival. Retrieved documents are deleted from the in-tray.**

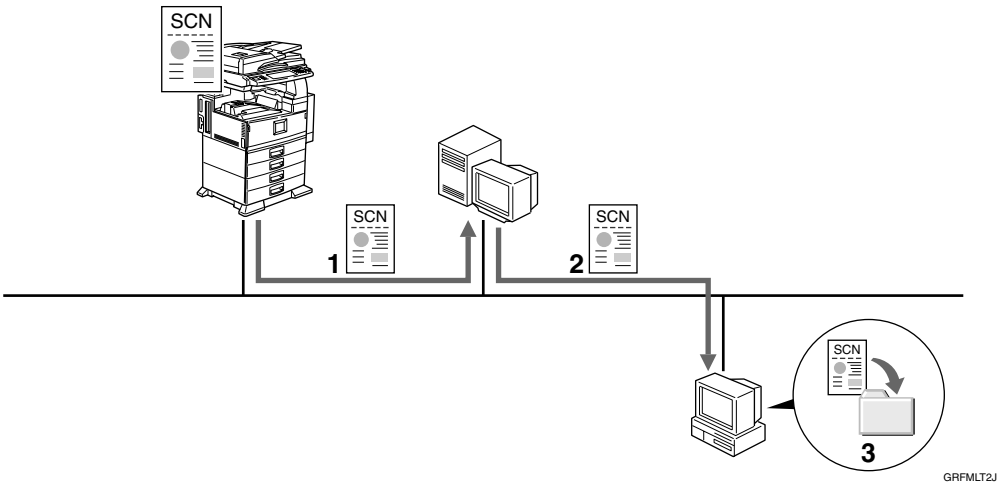
4. **A client computer installed with DeskTopBinder V2 can read documents saved in the in-tray.**

Reference

⇒ P.17 *"Delivery Table Settings"*

❖ Save as Windows file

You can save documents in the shared folder of a client computer.



1. **The scanner sends scanned documents to the delivery server.**

2. **The delivery server saves the document in a shared folder on the selected target computer.**

3. **You can use documents on a client computer on the network.**

Note

❒ Before setting up ScanRouter V2 Lite, create a shared folder in the client computer.

❒ You can also save documents to the delivery server Windows folder in this way.

Reference

⇒ P.17 *"Delivery Table Settings"*

2. Using the Delivery System

Network Administrator Duties

There are several things that the network administrator must do before bringing the delivery server in operation. Daily maintenance is required after the server is brought in operation. The network administrator must also be ready to deal with any problems that arise.

Constant maintenance of the network is required to ensure that all clients have convenient access to the delivery service.

Note

❒ Use the ScanRouter V2 Administration Utility to manage the network and maintain optimal performance settings.

Before You Start

Before the system is usable, the environment and other settings must be configured.

Reference

For assistance with the installation, see Help.

Global settings

Before opening the system for use, global settings for the environment, network devices and delivery functions must be configured.

❖ **Setting Administrator's Password**

The administrator's password is used to control access to the ScanRouter V2 Administration Utility.

Note

❒ The administrator's password is requested only when the ScanRouter V2 Administration Utility is launched.

❒ If you have a system with more than one delivery server, you will need to set passwords individually for each server.

Reference

⇒ P.15 *"Set Administrator"*

❖ **Environment Settings**

Environment settings are broken down into the following subsections.

- Default Image Format
  This controls the default save format for delivered scanned images.
- Error/Disk Space
  Controls error notification and monitors remaining disk space.
- Schedule
  Controls scheduling of routine maintenance tasks.
  - Maintenance
    Deletes expired documents and old error log entries. Also optimizes the database.

Reference

⇒ P.15 *"Set Preferences"*

❖ **Adding Network Devices**
Select and add a network device. Not all devices need to be added.

Reference
⇒ P.16 *"Set I/O Device"*

❖ **Setting Delivery Features**
Delivery system options:

- Undelivered Data
  This setting controls how undelivered documents are handled.
- User Index
  Controls display of **[Destination]** and **[Sender]** on network devices, once having set **[Set I/O Device]** from the **[Server]** menu.

Reference
⇒ P.16 *"Set Delivery Feature Defaults"*

Preparation for delivery operation

Several settings are required before delivery can begin.

❖ **Adding Destinations**
Set destinations for users first. Registered users can be selected into groups. Appropriate delivery settings must be made for each destination.

Reference
⇒ P.17 *"Destinations"*

❖ **Adding Senders**
This function adds the senders. You can set them while adding destinations. Some network devices use the destination as for sender information, so it is not necessary to add senders.

Reference
⇒ P.19 *"Senders"*

❖ **Limiting the Log Entry**
Set the maximum log entry for the delivery and error logs.

Reference
⇒ P.22 *"Log Administration"*

Launching/Quitting the Delivery Server

Launching and quitting

❖ **Launching the Delivery Server**
Turn on the power to the delivery server and start Windows. Server start-up varies with your installation options.

❖ **Quitting the Delivery Server**
When turning off or restarting the delivery server, suspend delivery service first, then shut down Windows and turn off the computer.

Starting delivery service

Delivery service can be started from the **[Server]** menu of ScanRouter V2 Administration Utility or when the delivery server starts up, delivery service is to be started as set during installation.

❖ **Launch at Startup**
When you log into Windows using the ScanRouter V2 Lite starting account, delivery service will automatically begin.

❖ **Launch from Program Folder**
To start delivery service manually, select **[Resume Services]** from the **[Server]** menu.

Note

❒ To suspend delivery service, select **[Suspend Services]** from the **[Server]** menu.

Reference

⇒ P.14 *"Suspending and Resuming Service"*

❖ **Run in service mode**
Delivery service is started in the background. If **[Run in service mode]** is selected as the setup type, this will happen automatically.

Daily Operations

To properly maintain the system, the administrator should perform the following tasks on a regular basis.

Checking the undelivered data tray

Undelivered documents are saved in a undelivered data tray. Check the undelivered data tray periodically and delete or forward any documents found there. Also note that there may be a problem when two or more documents for the same destination are saved in this tray. In this case, make sure that the destination and/or communication settings are correct.

Reference

⇒ P.20 *"Undelivered Data Tray"*

Monitoring disk space

Because undelivered documents are stored on the server, a lack of disk space may impair system function. To ensure that there is sufficient disk space, check the undelivered data tray periodically and delete or export any documents stored there. It is recommended to maintain free space more than 250 MB. From the **[Server]** menu, select **[Server Information]** to check free disk space. To receive notification of low free disk space, or to set free disk space for halting delivery, select **[Set Preferences]** from the **[Server]** menu, and make necessary settings on the **[Error/Disk Space]** tab.

Note

❒ If the remaining free space became lower than the value specified by **[Suspend at:]**, delivery service is suspended. (Default minimum value: 200MB)

- If delivery service is suspended, delete any unnecessary documents from the in-tray and the undelivered data tray to raise free space, and resume the service.
- To help maintain free space, set a save-for period so that documents are automatically deleted after remaining in the tray longer.

❒ You can set the system to warn that disk space is running low before it suspends delivery service. Make the necessary settings on the **[Error/Disk Space]** tab.

Reference

⇒ P.15 *"Error/Disk Space"*
⇒ P.17 *"Destinations"*
⇒ P.16 *"Undelivered Data"*

Checking system operating conditions

You can monitor the condition of the system with the log. The log contains destination and sender information, as well as file sizes, logged time, page counts and file histories. The log can also tell you when and how often different devices are used and when and how often different errors occur. When an error occurs, check the error log to find the directory, and then delete the unnecessary data.

The following types of logs are kept:

❖ **Delivery Log**
Scan: Log of scanner deliveries

❖ **Errors Log**
Log of Errors

Note

❒ Logs can also be saved as files.

❒ Even if you are not logged in to ScanRouter V2 Administration Utility as the system administrator, you may view the logs. (Administrator functions are still prohibited.)

Reference

⇒ P.22 *"Log Administration"*

Restarting the server

The server should be restarted regularly to maintain stability.

Important

❒ Suspend delivery services before restarting the server.

Backing up

Regular backups should be made to ensure system reliability. You can save backup information to any directory on the server.

Note

❒ Make sure there is enough free space on the server before backing up.

Reference

⇒ P.24 *"Backing Up and Restoring"*

Other Operations

The following settings are for dealing with specific problems.

System notices

If there is an error or if disk space is low, the system will send a message to the administrator. You can manage error notification. From the **[Server]** menu, point to **[Set Preferences]**, and make necessary settings on the **[Error/ Disk Space]** tab. If **[Ignore]** is selected, no message arrives.

The following system notices are available:

❖ **Nondelivery Message**
If the destination settings are wrong or the destination has been updated and the server has not, a nondelivery message will appear. The undelivered document will go to the undelivered data tray. Documents in the undelivered data tray can be delivered again.

❖ **Error Message**

A message will appear anytime there is an error. See "Troubleshooting" for handling a specific error.

❖ **Disk Space Low Warning**

If free disk space falls below the value set in **[Issue alert at:]**, you will receive a low disk space message. Upon receiving this message, you should delete any unnecessary data to maintain enough disk space.

Reference

⇒ P.16 *"Undelivered Data"*

⇒ P.27 *"Troubleshooting"*

⇒ P.15 *"Error/Disk Space"*

Change in user settings

When there are changes in the layout/configuration of the network, take the following actions.

❖ **Adding a User**

To add a user to the system, follow the steps below.

- Install and configure DeskTopBinder V2 or ScanRouter V2 Link on the user's computer.
- Set the destination on the server. Assign the new user to a group if necessary. ⇒ P.17 *"Destinations"*

❖ **Removing a User**

To remove user from the system, take the following actions.

- Delete the user's destination information from the server. If the user was a member of a group, the user will be automatically deleted from the group. ⇒ P.17 *"Destinations"*
- Delete the user from the sender list. ⇒ P.19 *"Senders"*

❖ **Changing User's Information**

If a user's information changes, take the following steps.

- Edit the user's information as appropriate.
- If the user's group association has changed, change the group information. If necessary, update the destination information. ⇒ P.17 *"Destinations"*

❖ **Changing the Group Address**

If the user's group association has changed, follow the procedures given below.

- If the users group name has changed, change the group destination information. ⇒ P.17 *"Destinations"*

Changes in the environment

If network devices or the system layout is changed, take the following actions. Not all network devices require configuration in **[Set I/O Device]**.

❖ **Adding a Network Device**

When adding a network device, take the following steps.

- Register the network device. ⇒ P.16 *"Set I/O Device"*
- Make the delivery settings on the network device. For detail settings, see the operating instructions that come with the device.

❖ **Changing Network Device Settings**

When changing network device settings or exchanging in new network devices, perform the following:

- Change the settings for the network device. ⇒ P.16 *"Set I/O Device"*

❖ **Changing an IP Address**

When the IP address of the delivery server or network device is changed, perform the following:

- When the IP address of a network device is changed, delete the device, and then add the device with its new IP address again. ⇒ P.16 *"Set I/O Device"*

Note

❒ If the network device is not listed in **[Set I/O Device]**, confirm that the device has the correct IP address for the delivery server.

❒ If the network environment changes, make the necessary changes on clients and network devices with connected ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2, to correct server information. Correct information of connecting devices on **[Set I/O Device]** from ScanRouter V2 Administration Utility.

Reference

⇒ P.31 *"Dial-up Connection"*

Miscellaneous

❖ **Changing the Schedule**

To change the starting time for maintenance. ⇒ P.15 *"Set Preferences"*

❖ **Changing the Administrator**

To change the administrator password. ⇒ P.15 *"Set Administrator"*

Troubleshooting

If a problem arises, see "Troubleshooting", and take the appropriate measures.

If data is corrupted, the system is unstable or does not operate correctly for some reason, load the backup data. If this is impossible, select **[Return to Installation Defaults]** from the **[Maintenance]** menu for initialization, and then restore the backup data.

Reference

⇒ P.27 *"Troubleshooting"*

⇒ P.24 *"Maintenance"*

3. Using ScanRouter V2 Administration Utility

ScanRouter V2 Administration Utility

ScanRouter V2 Administration Utility Features

The ScanRouter V2 Administration Utility enables you to manage settings, delivery tables and maintenance.

❖ **Administrator and User Modes**

The ScanRouter V2 Administration Utility can be accessed in either administrator or user mode.

- Administrator mode
  Administrator access allows use of all functions and requires the administrator password.
- User mode
  User access is restricted to viewing the log files but does not require a password.

Note

❒ The ScanRouter V2 Administration Utility is installed when ScanRouter V2 Lite is set up. You can also set up the ScanRouter V2 Administration Utility on a client computer and use it to access the delivery server.

❒ For information about setting up on a client computer, see the ScanRouter V2 Lite Setup Guide.

Launching ScanRouter V2 Administration Utility

Launching from the delivery server

This section details how to launch the ScanRouter V2 Administration Utility directly from the delivery server.

Note

❒ After launch, you can select another delivery server. ⇒ P.15 *"Select Server"*

1 Click [Start], point to [Programs], point to [ScanRouter V2] and then click [ScanRouter V2 Administration Utility].

The **[Enter Password]** dialog box appears.

2 Enter the password in [Password:].

3 Click [OK] to open the ScanRouter V2 Administration Utility in administrator mode.

Click **[Cancel]** to open in user mode.

Launching from a client computer

This section details how to launch the ScanRouter V2 Administration Utility from a client computer.

Follow the procedure below to launch the ScanRouter V2 Administration Utility for the first time on a client computer. For any launches after the first time, the last selected server is used.

Note

❒ After launch, you can select another delivery server. ⇒ P.15 *"Select Server"*

1. **Click [Start], point to [Programs], point to [ScanRouter V2] and then click [ScanRouter V2 Administration Utility].**

   The **[Select Server]** dialog box appears.

2. **Click [Browse].**

   The **[Browse for Server]** dialog box appears.

3. **Select the desired server and click [OK].**

   The **[Select Server]** dialog box reappears.

4. **Click [OK].**

   The **[Enter Password]** dialog box appears.

   Note

   ❒ Click **[Cancel]** to close the ScanRouter V2 Administration Utility.

5. **Enter the password in [Password:].**

6. **Click [OK] to open the ScanRouter V2 Administration Utility in administrator mode.**

   Click **[Cancel]** to open in user mode.

Quitting

1. **Select [Exit] from the [Server] menu.**

Using Help

There is a help file provided for the ScanRouter V2 Administration Utility. The help file provides information about settings, operations and dialog screens.

Help with operation

Select **[Contents and Index]** from the **[Help]** menu. Help topic areas will be displayed.

Help with dialog boxes

Click **[Help]** in the dialog box you wish to know more about.

Searching Help by a function name or keyword

From the **[Help]** menu, select **[Contents and Index]** and click the **[Index]** tab. Enter the function name or keyword you wish to search for, or select from the list in the box. Click **[Display]** to see the relevant information.

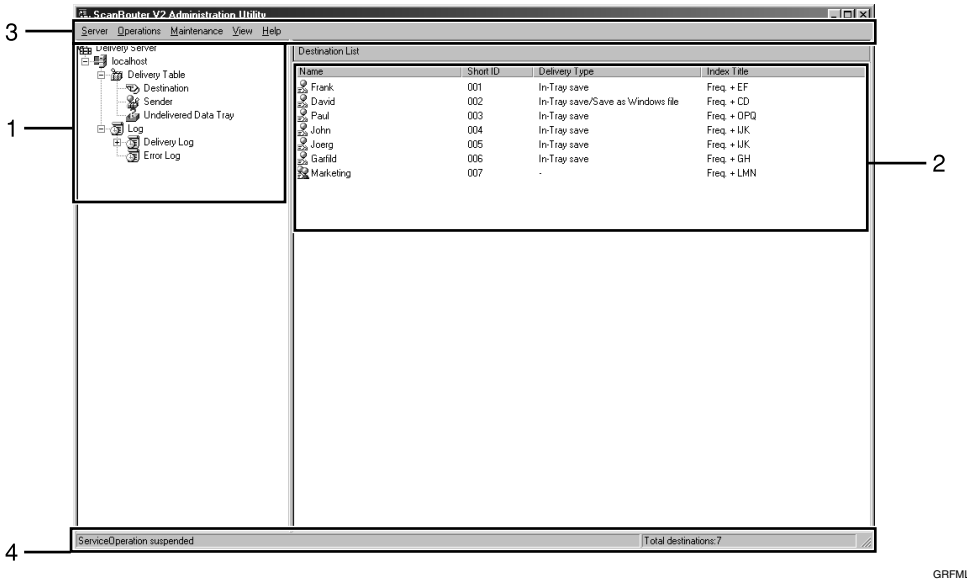
Seeing version information

Select **[About ...]** from the **[Help]** menu to display version information for ScanRouter V2 Administration Utility.

Screen Layout

This section explains the layout of the screen.

Screen components



1. **List of items under administration displayed as a tree.**

2. **Contents of the item selected in 1.**

3. **ScanRouter V2 Administration Utility menu.**

4. **Shows status of the delivery server and information about the item selected in 1.**

Selecting items

Select an item to administer from the tree. The contents of the display pane and the make-up of the menus will change according to what is selected on the tree.

Displaying/Hiding the status bar

From the **[View]** menu, select **[Status Bar]**, and then select hide status bar or display status bar.

Updating Information

To update the information on your display, select **[Refresh]** from the **[View]** menu.

Suspending and Resuming Service

Delivery service can be suspended by selecting **[Suspend Services]** from the **[Server]** menu.

Make sure that service is suspended when performing any of the following actions.

- Any functions from the **[Maintenance]** menu
- Turning off or restarting the server

Be sure to resume delivery service once these operations are completed.

Important

❒ When turning off or restarting the delivery server, be sure to suspend delivery.

Note

❒ It is possible that service will not resume immediately after **[Resume Services]** is selected from the **[Server]** menu. Wait until the **[Services temporarily suspended.]** message disappears so that the server can finish maintenance.

Server Settings

The following options and settings are available with administrator mode on the server.

Note

❒ Information such as available disk space and server condition can be found under **[Server Information]** in the **[Server]** menu.

Select Server

When the ScanRouter V2 Administration Utility is started without a delivery service selected or when you are administrating another delivery server, select a management server by clicking **[Select Server]** from the **[Server]** menu.

Set Administrator

If the administrator or the administrator password changes, change the administrator settings in **[Set Administrator]** in the **[Server]** menu.

The following sections can be changed:

- Password

Set Preferences

The delivery system environment can be modified by **[Set Preferences]** in the **[Server]** menu.

Default Image Format

This setting controls the default format for saved images.

Note

❒ Choose from the following default image save formats:

- Save as Windows file

❒ If the delivery type is **[In-Tray save]**, images will be saved in the default format configured on the network device.

Error/Disk Space

This controls methods of notification for errors and for low disk space.

❖ **Error Notification**

Controls methods for notification of errors.

- From the **[Output printer]** drop-down list, select a printer from those displayed for use with the **[Output to printer]** setting. Only one printer can be selected.

❖ **Server disk space**

These settings control how the server handles a lack of server disk space.

- **[Issue alert at:]** allows you to set when the server will notify you of low disk space. The default is 250 MB.
- **[Suspend at:]** allows you to set when the server will suspend delivery.

Schedule

This function allows you to schedule maintenance tasks. The following tasks are automatically performed.

❖ **Maintenance**

This allows you to set a regular time for the server to carry out its maintenance routines. The default time is 1:00 am.

Maintenance consists of the following tasks:

- Deletion of Expired documents
- Deletion of old error log entries
- Database optimization

Note

❒ Users can access the server while maintenance is under way, but it is recommended that this be avoided as it may cause problems.

Set I/O Device

This controls configuration of network devices. This can be found in **[Set I/O Device]** under the **[Server]** menu . Not all devices need to be configured.

Network devices can be installed in the following ways:

- Setting their IP addresses
- By setting their host names

Note

❒ For information about available network devices which require settings in **[Set I/O Device]**, see the ScanRouter V2 Readme or Compatible Device List.

❒ **[I/O Device List]** displays a list of the network devices on the network.

❒ You can add multiple network devices.

❒ Click **[Properties]** to see remaining disk space and change settings.

Set Delivery Feature Defaults

This controls default delivery options and is found in **[Set Delivery Feature Defaults]** under the **[Server]** menu.

Undelivered Data

This controls how undelivered documents are handled.

- Set a save-for period date to have documents deleted after they are no longer needed.

User Index

This controls the **[Destination]** and **[Sender]** information displayed on the operation panel of the network devices, which were configured in **[Set I/O Device]** under the **[Server]** menu. There are two display formats, Title 1 and Title 2.

- Title 1: 10 titles for frequent use and 10 more
- Title 2: 10 titles for frequent use and 5 more

Note

❒ To apply the setting, operation on the network device is required. For information, see the operating instructions that come with the device.

❒ The **[User Index]** tab appears only when a network device is added in **[Set I/O Device]** under the **[Server]** menu.

Delivery Table Settings

The delivery table consists of the following:

- Destination
- Sender
- Undelivered Data Tray

Destinations

The **[Destination]** field contains destination information and management tools. Select **[Destination]** in **[Delivery Type]** to view a list of destinations.

The following actions are available:

- Adding new destinations
- Editing destinations
- Delete destinations
- Changing the display order
- Exporting/Importing destinations

Note

❒ The **[Destination List]** displays the following information:

- Name
- Short ID
- Delivery Type
- Index Title

Adding new destinations

New destinations can be added for individual users or for groups.

❖ **Adding Users**

From the **[Operations]** menu, point to **[Add New Destination]**, and then select **[User]** to set a destination for an individual user. The following information is displayed in the **[Destination List]** :

- Name
- Short ID
- Delivery type settings
- Index settings (The settings in **[Set I/O Device]** are required.)

The following delivery types are possible:

- In-Tray save
  Data can be saved in the server's in-tray. In-tray options allow you to set passwords and document expiration dates. You can view the in-tray through DeskTopBinder V2 or ScanRouter V2 Link.
- Save as Windows file
  This option saves data in a folder. Specified folders on the file server must be set to share beforehand.
  The following folders may be selected as a destination:
  - A shared folder on the file server in the network
  - A folder on the delivery server

  Note

  ❒ To deliver documents to the file server, a network drive must be mapped to the selected folder in the file server.

Note

❒ You can set more than one delivery type to a single destination or set one delivery type multiple times (on the same destination or multiple destinations). However, the in-tray can only have one delivery type set at a time.

❒ Click **[Properties]** to display the dialog box that corresponds to the selected delivery type, which allows detailed setting of that delivery type.

❒ An unused number is automatically assigned to **[Short ID:]**. The number can be changed to another one not used.

❒ Select the **[Add also as sender]** check box to set the new destination as a sender on the delivery table.

❖ **Adding a Group as a Destination**

From the **[Operations]** menu, point to **[Add New Destination]**, and then select **[Group]** to add a group as a destination. Set the following items:

- Name
- Short ID
- Group member
- Index settings (The settings in **[Set I/O Device]** are required.)

Note

❒ A group cannot have another group as a member.

❒ The **[Group member]** list shows all of the destinations in that group.

❒ An unused number is automatically assigned to **[Short ID]**. The number can be changed to another number that is not used.

❒ Select the **[Add also as sender]** check box to set the new destination as a sender on the delivery table.

Editing destinations

Select the destination you wish to edit from the **[Destination List]**, and then edit the desired items in **[Edit Destination]** from the **[Operations]** menu.

Deleting destinations

Select the destination you wish to delete from the **[Destination List]**, then select **[Delete Destination]** from the **[Operations]** menu.

Changing the display order

You can change the order in which destinations are viewed in the **[Destination List]** :

- Select the sender you wish to move from the **[Destination List]**, then select **[Up]** or **[Down]** from the **[Operations]** menu.
  - Select **[Down]** to move the destination one place down on the list.
  - Select **[Up]** to move the destination one step up on the list.
- Select the destination you wish to move and drag it to the location you wish to move it to.

Exporting/Importing destinations

The destination list can be backed up by exporting.

- To export the destination list, select **[Export Destinations]** from the **[Operations]** menu, and then select an export destination.
- To import the destination list to the system again, select **[Import Destinations]** from the **[Operations]** menu, and then select a file to import.

Note

❒ Because password information cannot be imported or exported, reset passwords after importing destination information.

Senders

The **[Sender]** can manage senders. Select **[Sender]** in **[Delivery Type]** to view a list of senders.

The following actions are available:

- Adding new senders
- Editing senders
- Deleting senders
- Changing the display order
- Exporting/Importing senders

Note

❒ Some network devices will use the destination's settings as sender information automatically, so a sender does not need to be set with this case.

❒ The following information is displayed on the **[Sender List]** :
  - Sender Name
  - Short ID

❒ The senders shown in the sender list can be specified from the network devices. When a scanned document is delivered, sender information is kept in the log.

Adding new senders

Like destinations, senders can be set as individual users or as groups.

❖ **Setting the User Type**

There are several ways to add a sender.

- Click **[Add New Sender]** from the **[Operations]** menu and input the required information:
  - Sender Name
  - Short ID
  - Index settings (The settings in **[Set I/O Device]** are required.)
- Add senders while setting user destinations. ⇒ P.17 *"Adding new destinations"*

Note

❒ An unused number is automatically assigned to **[Short ID]**. The number can be changed to another number that is not used.

❖ **Adding Groups**

Add senders while setting group destinations. ⇒ P.17 *"Adding new destinations"*

Note

❒ Unless a user/group is added as a destination, the user/group cannot be added as a sender.

Editing senders

Select the sender you wish to edit from the **[Sender List]**, then edit the desired items in **[Edit Sender]** from the **[Operations]** menu.

Deleting senders

Select the sender you wish to delete from the **[Sender List]**, then select **[Delete Sender]** from the **[Operations]** menu.

Changing the display order

You can change the order in which senders are viewed in the **[Sender List]**.

- Select the sender you wish to move from the **[Sender List]**, and then select **[Up]** or **[Down]** from the **[Operations]** menu.
  - Select **[Up]** to move the sender one step up on the list.
  - Select **[Down]** to move the sender one place down on the list.
- Select the sender you wish to move and drag it to the location you wish to move it to.

Exporting/Importing senders

Sender list can be backed up by exporting.

- To export the sender list, select **[Export Senders]** from the **[Operations]** menu, and then select an export destination.
- To import the sender list to the system again, select **[Import Senders]** from the **[Operations]** menu, then select the exported file to import.

Undelivered Data Tray

Undelivered documents are stored in the undelivered data tray. To view a list of undelivered documents, select **[Undelivered Data Tray]** from the **[Delivery Type]**. See the error log to determine why the document was not delivered and take the necessary action.

There are several operations for undelivered documents:

- Deleting selected undelivered data
- Forwarding undelivered data
- Viewing undelivered data

Note

❒ The **[Undelivered Data List]** displays the following information:

- Item Name
- Creator
- Added Data

Reference

⇒ P.23 *"Error Log Administration"*

Deleting selected undelivered data

Documents in the undelivered data tray can be deleted either individually or all at once.

- To delete a single document, select it from the **[Undelivered Data List]**, and then select **[Delete Selected Undelivered Data]** from the **[Operations]** menu.
- To delete all documents in the tray at once, select **[Delete All Undelivered Data]** from the **[Operations]** menu.

Note

❒ To prevent documents from accumulating in the undelivered data tray, set a save-in period to delete undelivery document automatically.

Reference

⇒ P.16 *"Undelivered Data"*

Forwarding undelivered data

To forward an undelivered document, select the document you wish to forward from the **[Undelivered Data List]**, and then select **[Forward Undelivered Data]** from the **[Operations]** menu.

Viewing undelivered data

To view an undelivered document, select the document you wish to display from the **[Undelivered Data List]**, and then select **[View Undelivered Data]** from the **[Operations]** menu. The first page of the document will be shown by the appropriate application if available.

Log Administration

The delivery server keeps the following logs:

- Scan : log of scanner deliveries
- Error Log : log of errors

Scan Delivery Log Administration

The **[Scan]** saves information about scanned data.

Select **[Scan]** to view the logged data.

The following operations can be performed from the scan delivery log.

- Deleting all log entries
- Exporting log entries
- Limiting maximum log entries

Note

❒ An entry in the scan delivery log is created for each delivery. When there are multiple types, an entry will be made for each type.

❒ The **[Scan Delivery Log]** displays the following information:

- Logged
- Device
- Delivered
- Delivery Type
- Sender
- Destination
- Subject
- Item Name
- Data Size
- Pages
- Original Size
- Resolution
- Results

Deleting all log entries

The entire scan delivery log can be deleted by selecting **[Delete All Log Entries]** from the **[Operations]** menu.

Note

❒ Log entries cannot be deleted individually.

Exporting log entries

To export the scan delivery log to a file, select **[Export Log Entries]** from the **[Operations]** menu, and then select a location to save in.

Limiting log entries

To set the maximum size of the scan delivery log, select **[Max Log Entries Limit]** from the **[Operations]** menu, and then enter the desired maximum size.

Note

❒ The maximum log entries must be between 100 and 1000 entries.

Error Log Administration

The error log records errors on the system.

The following operations are available for the error log:

- Delete all error log entries
- View delivery/forwarding error data
- Forward delivery/forwarding error data
- Export error log entries
- Max error log entries limit

Note

❒ An entry in the error log is created for each delivery. When there are multiple delivery types, an entry will be made for each type.

❒ The **[Error Log]** displays the following information:

- Logged
- I/O Device
- Delivery Type
- Error Details
- Handling
- Sender
- Destination
- Application
- Item Name

Deleting all error log entries

The error log can be deleted by selecting **[Delete All Error Log Entries]** from the **[Operations]** menu.

Note

❒ Log entries cannot be deleted individually.

Viewing error data

To display an undelivery document in error log, select an entry from the **[Error Log]**, and then select **[View Delivery/Forwarding Error Data]** from the **[Operations]** menu.

Reference

⇒ P.29 *"Error Log"*

Forwarding error data

To forward an undelivered document in error log, select an entry from the **[Error Log]**, and then select **[Forward Delivery/Forwarding Error Data]** from the **[Operations]** menu, and then select a destination to forward to.

Exporting the error log

To export the error log as a file, select **[Export Error Log Entries]** from the **[Operations]** menu, and then select a location to save in.

Limiting error log entries

To set the maximum size of the error log, select **[Max Error Log Entries Limit]** from the **[Operations]** menu, and then enter the desired maximum size.

Note

❒ The maximum log entries must be between 100 and 10000 entries.

Maintenance

The ScanRouter V2 Administration Utility has the following maintenance functions. Make sure that delivery service is suspended before beginning maintenance.

- Back Up
- Restore
- Recover
- Return to Installation Defaults

Backing Up and Restoring

All system information can be backed up in any directory on the delivery server. It is recommended that backups be made regularly.

To restore backup data, use the Restore function. Unneeded backup data may be deleted with the Delete Backup Data function.

Note

❒ To make backups, use the ScanRouter V2 Administration Utility configured on the delivery server.

❖ **Backing Up**

Select **[Back Up]** from the **[Maintenance]** menu to save to the backup directory. If there is an error caused by insufficient disk space during backup, change the backup location or delete unnecessary files, and then back up again.

❖ **Restoring Backup Data**

Select **[Restore]** from the **[Maintenance]** menu, and then select the backup data to use.

Important

❒ The Restore function should only be used when there is no alternative.

❒ The Restore function returns the system to the state it was in when the backup was made. All data or changes saved since the backup will be lost.

❖ **Deleting Backup Data**

Select **[Delete Backup Data]** from the **[Maintenance]** menu, and then select the data to delete.

Note

❒ When backing up or restoring the system, do not perform any other operations.

System Recovery

If the delivery server loses power for any reason other than a regular shutdown, data may be corrupted. If this happens, the system may become unstable and cause frequent errors. To resolve the situation, select **[Recover]** from the **[Maintenance]** menu.

Important

❒ Do not use the Recover function unless absolutely necessary.

Returnnig to Installation Defaults

This function deletes all data and settings and returns the system to its initial state. To start initialization, select **[Return to Installation Defaults]** from the **[Maintenance]** menu.

Important

❒ Do not use this function unless absolutely necessary.

Troubleshooting

Problem	Possible Causes and Solutions
When launching the ScanRouter V2 Administration Utility from the delivery server, the following message appears: " Delivery server authorization settings may be incorrect. The [Authorization for Server Access] dialog box will be displayed. Set authorization properly. "	The ScanRouter V2 Lite starting account password may have been changed. Take the following steps, and then restart the delivery server. Click **[OK]** in the dialog box. When the **[Authorization for Server Access]** dialog box appears, enter the new password, and click **[OK]**. Restart the delivery server.
When launching the ScanRouter V2 Administration Utility from a client computer, the following message appears: " Delivery server authorization settings may be incorrect. Restart management tools on the delivery server and set authorization properly. "	The ScanRouter V2 Lite starting account password may have been changed. Take the following steps, and then restart the server. From the **[Start]** menu on the server, point to **[ScanRouter V2]**, and then select **[ScanRouter V2 Administration Utility]** . The following message will appear: " Delivery server authorization settings may be incorrect. The [Authorization for Server Access] dialog box will be displayed. Set authorization properly. " Click **[OK]** in the message box. When the **[Authorization for Server Access]** dialog box appears, enter the new password, and click **[OK]**. Restart the server. **Note** ❒ If the starting mode for the delivery server is set to **[Run in service mode]**, you must log into Windows.
The operation panel of a network device displays " Cannot communicate with server. "	• Make sure that the server is operating properly. • Make sure that the network device has the correct IP addresses for itself and for the server or other network settings.
The operation panel of a network device displays "Address update failed. Try again?"	Delivery service may not have started. Restart delivery service from the **[Server]** menu of the ScanRouter V2 Administration Utility.
The operation panel of a network device displays " Destination and sender list update has been failed. Try again? "	• Make sure that the server is operating properly. • Make sure that the network device has the correct IP addresses for itself and for the server or other network settings. • Make sure that the network device settings are correct in **[Set I/O Device]** menu on the ScanRouter V2 Administration Utility.

Problem	Possible Causes and Solutions
When selecting a server, the following message appears: " The specified computer name or IP address is not valid. Please specify another name or address. "	• Make sure that the server setting is correct and the IP address and name are correct in network settings. • You may be logged onto Windows under an account that does not have administrator access. Log in under an account that has the access right.
There is no response when **[Browse]** is clicked in **[Set I/O Device]**.	• Make sure that network devices are plugged in and switched on. • Make sure that connection can be made by selecting a device by host name and/or IP address. • Some I/O devices do not require any configuration. If the devices are of this type, clicking **[Browse]** may not display anything. If this is the case, make sure that the device has the correct IP address for the delivery server.
After entering an IP address in **[Set I/O Device]**, the following message appears: " The selected I/O device is not switched on, or is not available on this network. "	• Make sure that the device is plugged in and switched on. • Some I/O devices do not require any configuration. If this is the case, make sure that the device has the correct IP address for the delivery server.
When adding or deleting a destination and updating the index, those on the network device are not updated.	Some I/O devices do not automatically update destination lists. Press **[Update Address]** on the device to update the delivery list. For more information, see the operating instructions that come with the network device.
When entering the password on the **[Authorization for Server Access]** dialog box, the following message is displayed " Your password may be invalid.If you are sure about password you entered, press [Cancel] and close the [Set Authorization for Server Access] dialog box. "	The password for the starting Windows account may be incorrect, or account authorization may have changed. Make sure that the password and the authorizations are correct and re-enter the password, then, restart the computer.

Error Log

The following table explains the meanings of common error log entries.

Entry	Possible Causes and Solutions
Drive is not ready.	• Windows is not started on the destination computer. • The specified drive does not exist. • No network drive has been mapped to the network folder which is selected as a destination folder. Map the network drive to the network folder again. **Note** ❒ Use the setting for re-connection at login if you want document delivery to the destination folders in the computers on the network.
No access rights to the specified folder.	The sender does not have export access privileges to the specified folder. Make sure the user is logged in under the correct name. If the user name is correct, change the access privileges of the folder.
No destination user has been registered.	The destination group does not have the specified destination as a member and therefore the document could not be delivered. The document is saved in the undelivered data tray.
Destination file versions do not match.	The delivery server and network device have different versions. Could not deliver to specified destination. This error occurs when the network device does not automatically update its address book. If the delivery server has updated its address book, restart the network device so that it updates its address book.
Disk space insufficient.	Free disk space has fallen below the **[Issue alert at:]** value set in **[Server disk space]** on the **[Error/Disk Space]** tab. Create more disk space.
Delivery processing interrupted due to insufficient disk space.	Free disk space has fallen below the **[Suspend at:]** value set in **[Server disk space]** on the **[Error/Disk Space]** tab. Create more disk space.
Unable to process as disk is full.	This message is displayed when attempting to send to an unverifiable disk or when attempting to save a document larger than the available disk space.

Uninstalling ScanRouter V2 Lite

This section explains how to uninstall ScanRouter V2 Lite.

The contents of the RDCab folder remain after ScanRouter V2 Lite is uninstalled.

Important

❒ Before uninstallation, be sure to back up the system and various data. Stop the delivery server from the ScanRouter V2 Administration Utility.

Note

❒ ScanRouter V2 Lite cannot be uninstalled when netwok devices are configured in **[Set I/O Device]**. To uninstall ScanRouter V2 Lite, delete all the network devices set in **[Set I/O Device]** first.

1 Exit the ScanRouter V2 Administration Utility.

2 Select ScanRouter V2 Lite in [Add and Delete Application] on the control panel, and then select [Add and Delete] or [Change/Delete].

The "InstallShield Wizard" dialog box appears.

3 Select "Delete" and then select [Next].

The Confirmation dialog box appears.

4 Select [OK].

5 Select if setting information such as a Destination is deleted.

ScanRouter V2 Lite has been uninstalled and "Exit of Maintenance" appears.

Note

❒ If you are asked to delete a file which may be shared with other programs, select **[No]**.

6 Select [Complete].

Note

❒ If only ScanRouter V2 Lite is installed in a computer, you can delete the RDCab folder (or a folder specified as a data path). If DeskTopBinder V2 or ScanRouter V2 Link is installed in the same computer, however, do not delete the RDCab folder (or a folder specified as a data path). If you want to delete the data in ScanRouter V2 Lite, delete the DR folder and the DRTmp folder in the RDCab folder (or a folder specified as a data path)

Dial-up Connection

Take the following precautions when using a dial-up connection capable devices:

Using Dial-up Router with ScanRouter V2 Lite

Set the delivery server to the correct settings with connected ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2. Set network devices to appropriate settings from **[Set I/O Device]** in ScanRouter V2 Administration Utility.

If the network environment changes, make the necessary changes on clients and/or network devices to correct server information with connected ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2, and set correct information of connecting devices on **[Set I/O Device]** from ScanRouter V2 Administration Utility.

Important

❒ If set for connection to the server via dialup-Router, a connection may be charged.

Using a Dial-up Network Computer

If you are using the ScanRouter V2 Administration Utility, DeskTopBinder V2 and/or ScanRouter V2 Link on a computer with dial-up feature, a connection to the server may be charged with a certain settings.

Important

❒ If a computer is set as automatic internet connection with the dial-up feature, a connection to internet is charged without notifying display. Set the computer to confirm connection in display before dialing up. Sometimes check if automatic dial-up is not taking place during using these applications.

INDEX

A

Administrator Modes, 11
Available delivery methods, 2

B

Back Up, 24

D

Daily Operation, 7
Default Image Format, 15
Delete Backup Data, 24
Delivery System, 1
Delivery Table, 17
Desk space, 7
Destination, 17
- *Add New Destination*, 17
- *Delete Destination*, 18
- *Edit Destination*, 18
- *Export Destinations*, 18
- *Group*, 18
- *Import Destinations*, 18
- *User*, 17

Disk Space Low Warning, 9

E

Error, 8
Error Log, 23
- *Delete All Error Log Entries*, 23
- *Export Error Log Entries*, 23
- *Forward Delivery/Forwarding Error Data*, 23
- *Max Error Log Entries Limit*, 23
- *View Delivery/Forwarding Error Data*, 23

Error Message, 9
Error Notification, 15

H

Help, 12

I

In-Tray, 17
In-Tray save, 3, 17
Issue alert at:, 7

L

Launching/Quitting the Delivery Server, 6
Log, 8, 22
Low free disk space, 7

M

Maintenance, 16, 24

N

Nondelivery Message, 8

P

Password, 15
Preparation, 5
- *Global settings*, 5
- *Preparation for Delivery Operation*, 6

R

Recover, 25
Restore, 24

S

Save as Windows file, 4, 17
Scan, 22
Delete All Log Entries, 22
Export Log Entries, 22
Max Log Entries Limit, 22
ScanRouter V2 Administration Utility, 11
Launch, 11
Quit, 12
Screen Components, 13
Schedule, 16
Select Server, 15
Sender, 19
Add New Sender, 19
Delete Sender, 19
Edit Sender, 19
Export Senders, 20
Import Senders, 20
Server disk space, 15
[Server] menu, 15
Set Administrator, 15
Set Delivery Feature Defaults, 16
Set I/O Device, 16
Set Preferences, 15
Status Bar, 13
Suspending and Resuming Service, 14
System Notices, 8

U

Undelivered Data Tray, 7, 20
Delete Selected Undelivered Data, 20
Forward Undelivered Data, 21
Undelivered Data, 16
View Undelivered Data, 21
Uninstalling, 30
Updating Information, 13
User Index, 16
User Modes, 11

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ScanRouter V2 Lite Management Guide

UE (USA) B427ENY0-02A

Web Document Viewer

Setup Guide

Preface

Web Document Viewer is a WWW application on the server that displays, downloads, and prints documents by accessing the delivery server. This manual explains how to set up a Web server and install the Web Document Viewer.

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- The proper name of Windows® 95 is Microsoft® Windows® 95
- The proper name of Windows® 98 is Microsoft® Windows® 98
- The proper name of Windows® Me is Microsoft® Windows® Millennium Edition
- The proper names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- The proper names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server

TABLE OF CONTENTS

Introduction **1**

1. System Requirements

Web Document Viewer Server **3**

Web Document Viewer Client Computer **4**

2. Setup

Setting Up the Delivery Server **6**

Setting Up the WWW Server **7**

For Windows NT 7

For Windows 2000 9

3. Installing Web Document Viewer

Stopping the WWW Service **11**

For Windows NT 11

For Windows 2000 11

Installing Web Document Viewer **12**

Uninstalling Web Document Viewer 13

Setting Up with the ScanRouter V2 Administration Utility **14**

4. Appendix

Troubleshooting **15**

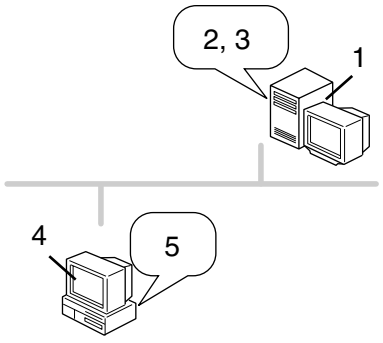
INDEX **16**

Introduction

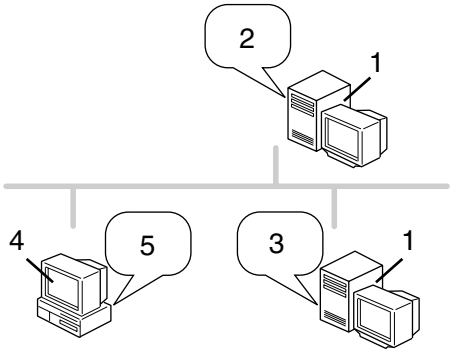
Web Document Viewer is a WWW application on the server that displays, downloads, and prints documents by accessing the delivery server.

Web Document Viewer is used with a network of client computers and servers that consists of the following three levels:

- Client computer
  The function of the Web Document Viewer can be used through the Web browser on this computer.
- Web Document Viewer server
  The WWW server and Web Document Viewer are installed in this machine with which the client computer directly communicates. We recommend that you set up this server in the same machine as the delivery server.
- Delivery server
  This machine functions as the delivery server.



On the same server computer



On different server computers

1. **Server computer**
2. **Delivery server**
3. **Web Document Viewer server**
4. **Client computer**
5. **Web browser**

1. System Requirements

To use Web Document Viewer, the computer must meet the following system requirements.

Web Document Viewer Server

❖ **Main unit**
PC/AT compatible

❖ **CPU**
Pentium MMX 233 MHz or faster (Pentium III 450 MHz or faster recommended)

Note
❒ If Web Document Viewer is installed in the machine that functions as the delivery server, apply the system requirements for the delivery server.

❖ **Operating Systems**

- Microsoft Windows NT Server 4.0 + Option Pack + Service Pack 5 or later
- Microsoft Windows 2000 Server + Service Pack 1 or later

Note
❒ Install the computer in a stand-alone server. Do not install it in the primary domain controller or backup domain controller.

❖ **RAM**
64 MB or more (for Windows NT, 128 MB or more recommended, for Windows 2000, 256 MB or more recommended)

Note
❒ If Web Document Viewer is installed in the machine that functions as the delivery server, apply the system requirements for the delivery server.

❖ **Hard Disk Space**
At least 25 MB of disk space is required for installation.
In addition, reserve 400 MB for work space.

❖ **Protocols**
TCP/IP protocol

Web Document Viewer Client Computer

Note

❒ For more information, see "Readme".

❖ **Main unit**

PC/AT compatible

❖ **Operating Systems**

- Microsoft Windows 95(OSR2 or later)
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows NT Workstation 4.0 + Service Pack 5 or later
- Microsoft Windows NT Server 4.0 + Service Pack 5 or later
- Microsoft Windows 2000 Professional
- Microsoft Windows 2000 Server

❖ **Display**

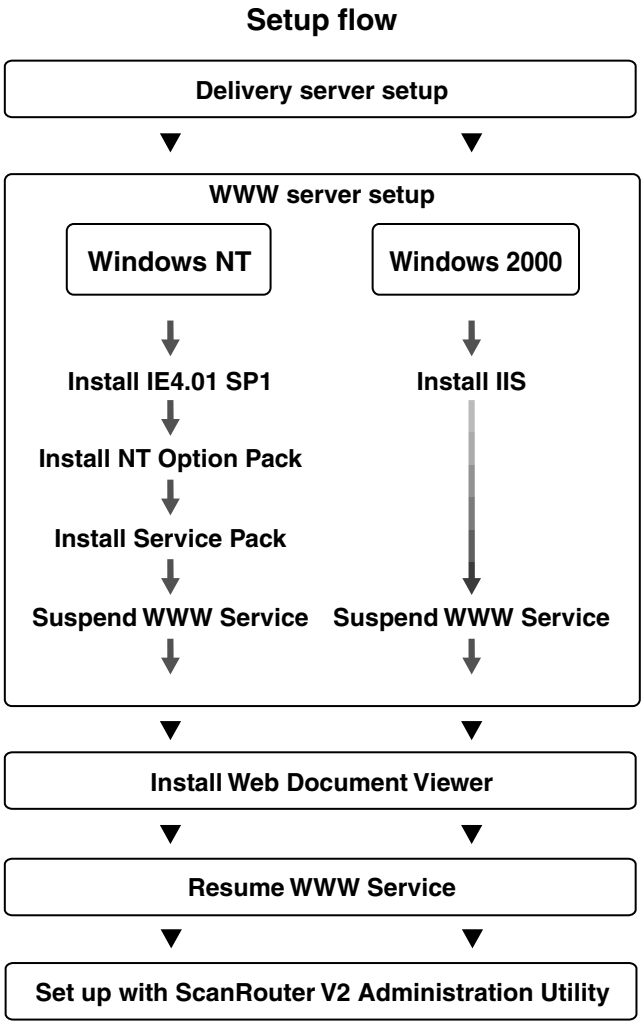
800×600 pixels 64K colors or more recommended

❖ **Web Browser**

Internet Explorer 4.01 Service Pack 1 or later
Netscape Communicator 4.5 or later

2. Setup

Install Web Document Viewer according to the flow below.



Setting Up the Delivery Server

Preparation

Decide whether the Web Document Viewer server will be set up in the same computer as the delivery server (recommended) or in a separate computer. If it is set up in a separate computer, ask the network administrator for the FQDN (DNS name) or NetBIOS name (computer name) of the computer used as the delivery server.

Set up the delivery server.

To use server print, the appropriate application for the data must be installed on the delivery server.

Reference

For more information, see ScanRouter V2 Professional Setup Guide or Management Guide.

Setting Up the WWW Server

For Windows NT

Use an account that has administrators permission to log on to Windows to install the software below.

- Internet Explorer 4.01 SP1
- Windows NT Option Pack
- Windows NT Service Pack

Installing IE4.01 SP1

1 Follow the instructions of the dialog box to install IE4.01 Service Pack1 for Windows95/Windows NT4.0 using the setup conditions below.

- Installation option
  Standard installation (default)
- Desktop update
  No
- Active channel selection
  Use the default language
- Installation destination folder
  \Program Files\Plus\Microsoft Internet

Note

❒ If a message indicating that IE4.01 Service Pack1 is already installed appears, this procedure is not necessary.

❒ IE5 is already installed, this procedure is not necessary.

❒ To install IE4.01 SP1, Windows NT Service Pack 3 or later must be installed beforehand.

2 After installation is complete, restart the computer.

Note

❒ After IE4.01 Service Pack 1 is installed, the machine is restarted. If a message appears indicating that an error has occurred in one or more services or drivers or that some services could not be started, please restart the machine again.

Installing NT Option Pack

1 Follow the instructions of the dialog box, and select [Custom] installation to install NT Option Pack using the setup conditions below.

- Necessary component selection
  Internet Information Server
  Microsoft Data Access Components 1.5
  Microsoft management console
  NT Option Pack common file
  Transaction Server
-

Components	Subcomponents	Sub-subcomponents
Internet Information Server (IIS)	Internet Service Manager	
	World Wide Web Server	
Microsoft Data Access Components 1.5	Data Sources	Jet and Access(ODBC)
		Oracle
		SQL Server
	MDAC: ADO, ODBC, and OLE DB	MDAC Core Files: ADO, ODBC, and OLE DB
Microsoft Management Console		
NT Option Pack Common Files		
Transaction Server	Transaction Server Core Components	

Note

❒ If Windows NT Service Pack4 or later is installed, the "This product is not evaluated in SP4. Continue?" and "This product is not tested in SP4. Continue?" messages appear. Select "Yes" and continue.

❒ If IIS3 is already installed, the following apply.

① This is not custom installation. Upgrade Plus is displayed.

② If the **[WWW (World Wide Web) Sample]** check box cannot be cleared, delete **[WWW (World Wide Web) sample]** in **[Add and Delete Application]** on the control panel, and then install NT Option Pack using **[Upgrade Plus]**.

2 After installation is complete, restart the computer.

Note

❒ If NT Option Pack is installed in a machine in which Windows NT Service Pack is already installed, reinstall NT Service Pack.

Installing Service Pack

After the installation of Option Pack is finished, install Windows NT 4.0 Service Pack 5 or later.

Note

❒ If Service Pack is already installed, reinstall it. Reinstallation updates the contents of the WWW server software.

For Windows 2000

Installing Internet Information Services (IIS)

Note

❒ If Internet Information Services (IIS) is already installed when Windows 2000 Server is installed, this procedure is not necessary.

1 **Use an account that has administrators permission to log on to Windows.**

If logged on with another account, log off, and then log on as the account that has administrators permission.

2 **Click [Start], point to [Settings], and then click [Control Panel].**

3 **Select [Add/Remove Programs] on the control panel.**

4 **Select [Add/Remove Windows Components]. The "Windows Components wizard" starts.**

5 **Select [Internet Information Services (IIS)], and then click [Next].**

Installation will start.

6 **When the completion message appears, click [Finish].**

The installation of Internet Information Services (IIS) is finished.

3. Installing Web Document Viewer

After stopping the WWW service and other Internet services, use the CD-ROM to install Web Document Viewer.

Stopping the WWW Service

Stopping the WWW service and other Internet services.

For Windows NT

1. **Log on to Windows with an account that has administrators permission.**

   If logged on with another account, log off, and then log on as the account that has administrators permission.

2. **Click [Start], point to [Programs], point to [Windows NT 4.0 Option Pack], point to the WWW service folder, and then click [Internet Service Manager].**

3. **Double-click the [Internet Information Server] folder and double-click the computer installing Web Document Viewer.**

4. **Click to select [Default Web Site], and then click [Stop] from the [Action] menu.**

   Note

   ❒ You can also stop the service by clicking the button on the taskbar.

5. **Double-click the [Microsoft Transaction Server] folder and double-click the [Computers] folder.**

6. **Click to select [My Computer], and then click [Shut Down Server Processes] from the [Action] menu.**

7. **Exit Internet Service Manager.**

For Windows 2000

1. **Log on to Windows with an account that has administrators permission.**

   If logged on with another account, log off, and then log on as the account that has administrators permission.

2. **Right click the [MY Computer] icon then choose [Manage].**

3. **Open [Services and Applications] in the console tree, then open [Internet Information Services].**

4. **In the right pane, click [Default Web Site] to highlight it.**

5. **From the [Action] menu, choose [Stop].**

   Note

   ❒ You can also stop the service by clicking the button on the toolbar.

6. **If any other IIS services are running, stop them in the same way.**

Installing Web Document Viewer

Install Web Document Viewer from the CD-ROM.

1 Insert the CD-ROM for this product into the CD-ROM drive.

The **[ScanRouter V2 Professional Setup]** dialog box is displayed.

2 Click [Web Document Viewer].

The installation confirmation dialog box appears.

3 Click [Yes].

4 Click [Next] on the displayed dialog box.

5 Read the Software License Agreement, and then click [Yes].

"Select Installation Destination" appears.

6 Specify the installation destination, and then click [Next].

Note

❒ If DeskTopBinder V2 or ScanRouter V2 Link is already installed, the installation destination cannot be specified. The destination will be a folder common to them.

❒ You cannot specify the following locations:

- Within Windows folders
- Root directory
- Within removable media such as the MO disk

7 Enter installation information, and then click [Next].

Specify the virtual directory name and server name that are used for Web Document Viewer. As the server name, specify the FQDN (DNS name) or the NetBIOS server name of the computer used as the delivery server.

Note

❒ If Web Document Viewer is installed in the same computer as the delivery server, leave the server name blank.

❒ The virtual directory name becomes a part of the URL. The URL is used connect to the delivery server using the Web browser.

8 Confirm the settings.

When **[Next]** is selected, Web Document Viewer is installed and "Web Document Viewer has been installed." appears.

Important

❒ Write down the URL displayed at this time. It will be used to confirm operation.

9 Click [Finish].

The **[ScanRouter V2 Professional Setup]** dialog box appears.

Note

❒ Before the computer restarts, Web Document Viewer does not work normally.

10 Resume the WWW service.

11 Access the URL displayed in 8 with the Web browser to confirm that pages are displayed normally.

If the pages are not displayed normally, check whether the WWW server is set up properly.

Note

❖ **The URL displayed when Web Document Viewer is installed in the same machine as the Deliver Server**

http://DNS name or IP address of the server/virtual directory name/start_f.asp
Example http://server.example.com/rds/start_f.asp

- server.example.com…DNS name or IP address
- rds…Virtual directory name

❖ **The URL when Web Document Viewer is installed in a different machine from the delivery server**

http://DNS name or IP address/virtual directory name/start_f.asp?SvrName=NetBIOS name or DNS name of the delivery server
Example http://server.example.com/rds/start_f.asp?SvrName=Cherry.example.com

- server.example.com…DNS name or IP address of the server
- rds…Virtual directory name
- Cherry.example.com…NetBIOS name or DNS name of the delivery server

Uninstalling Web Document Viewer

1 Stop the WWW service.⇒ P.11 *"Stopping the WWW Service"*

2 Uninstall Web Document Viewer in [Add/Remove Application] on the control panel.

Setting Up with the ScanRouter V2 Administration Utility

To access the delivery server from the Web browser, you must first enter the URL on the **[Web Settings]** tab of the ScanRouter V2 Administration Utility.

Note

❒ For more information, see Help in ScanRouter V2 Administration Utility.

Troubleshooting

Problem	cause/Action
The Start Page cannot be displayed.	→Is the URL correct? • The URL in this service is as follows: http://{WWW server DNS name}/rds/start_f.asp • The following shows the URL when the virtual directory name is changed during installation or the delivery server of a different computer from the WWW server is accessed: http:// {WWW server DNS name}/{virtual directory name}/ start_f.asp?SvrName={delivery server name or DNS name} →Is the WWW browser set up properly? For example, if you always access the WWW server on a LAN via a proxy, sometimes access may not be possible. →Is the client computer properly set up on the network? If the TCP/IP protocol or DNS is not set up properly, the computer cannot connect to the WWW server. →Is the WWW server operating properly? If software is installed properly in the WWW server and the WWW server is not operating, the Start Page cannot be displayed.
The Top Page cannot be displayed.	→Is the delivery server operating properly? If software is installed properly in the computer used as the delivery server and the delivery server is not operating, the Top Page cannot be displayed.

INDEX

C

Client Computer, 4

I

Installation destination, 12

S

ScanRouter V2 Administration Utility, 14
System Requirements, 3

T

Troubleshooting, 15

W

WWW Server, 7
WWW Service, 11

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Web Document Viewer Setup Guide

UE (USA) B426-8531

Web Document Viewer

Setup Guide

Preface

Web Document Viewer is a WWW application on the server that displays, downloads, and prints documents by accessing the delivery server. This manual explains how to set up a Web server and install the Web Document Viewer.

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- The proper name of Windows® Me is Microsoft® Windows® Millennium Edition
- The proper names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- The proper names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server

TABLE OF CONTENTS

Introduction **1**

1. System Requirements

Web Document Viewer Server **3**

Web Document Viewer Client Computer **4**

2. Setup

Setting Up the Delivery Server **6**

Setting Up the WWW Server **7**

For Windows NT 7

For Windows 2000 9

3. Installing Web Document Viewer

Stopping the WWW Service **11**

For Windows NT 11

For Windows 2000 11

Installing Web Document Viewer **12**

Uninstalling Web Document Viewer 13

Setting Up with the ScanRouter V2 Administration Utility **14**

4. Appendix

Troubleshooting **15**

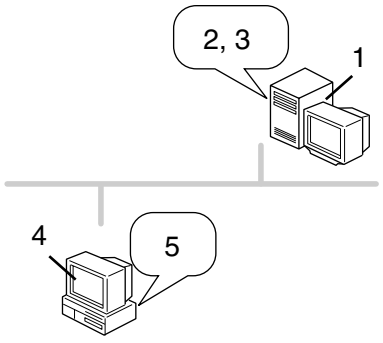
INDEX **16**

Introduction

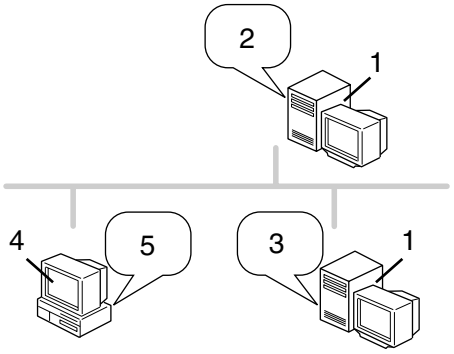
Web Document Viewer is a WWW application on the server that displays, downloads, and prints documents by accessing the delivery server.

Web Document Viewer is used with a network of client computers and servers that consists of the following three levels:

- Client computer
  The function of the Web Document Viewer can be used through the Web browser on this computer.
- Web Document Viewer server
  The WWW server and Web Document Viewer are installed in this machine with which the client computer directly communicates. We recommend that you set up this server in the same machine as the delivery server.
- Delivery server
  This machine functions as the delivery server.



On the same server computer



On different server computers

1. **Server computer**
2. **Delivery server**
3. **Web Document Viewer server**
4. **Client computer**
5. **Web browser**

1. System Requirements

To use Web Document Viewer, the computer must meet the following system requirements.

Web Document Viewer Server

❖ **Main unit**
PC/AT compatible

❖ **CPU**
Pentium MMX 233 MHz or faster (Pentium III 450 MHz or faster recommended)

Note
❒ If Web Document Viewer is installed in the machine that functions as the delivery server, apply the system requirements for the delivery server.

❖ **Operating Systems**

- Microsoft Windows NT Server 4.0 + Option Pack + Service Pack 5 or later
- Microsoft Windows 2000 Server + Service Pack 1 or later

Note
❒ Install the computer in a stand-alone server. Do not install it in the primary domain controller or backup domain controller.

❖ **RAM**
64 MB or more (for Windows NT, 128 MB or more recommended, for Windows 2000, 256 MB or more recommended)

Note
❒ If Web Document Viewer is installed in the machine that functions as the delivery server, apply the system requirements for the delivery server.

❖ **Hard Disk Space**
At least 25 MB of disk space is required for installation.
In addition, reserve 400 MB for work space.

❖ **Protocols**
TCP/IP protocol

Web Document Viewer Client Computer

Note

❒ For more information, see "Readme".

❖ **Main unit**

PC/AT compatible

❖ **Operating Systems**

- Microsoft Windows 95(OSR2 or later)
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows NT Workstation 4.0 + Service Pack 5 or later
- Microsoft Windows NT Server 4.0 + Service Pack 5 or later
- Microsoft Windows 2000 Professional
- Microsoft Windows 2000 Server

❖ **Display**

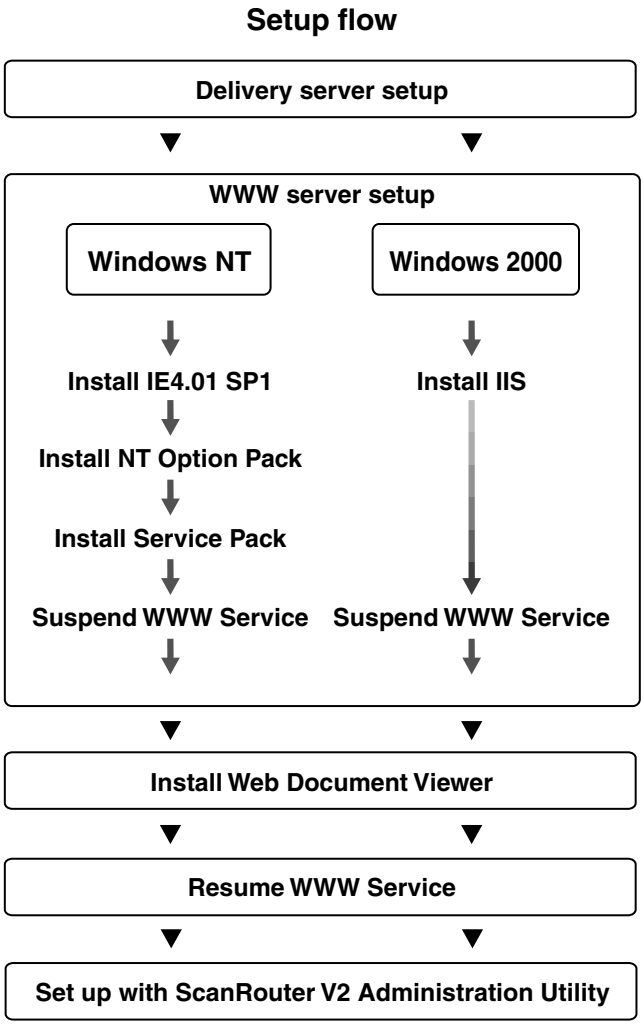
800×600 pixels 64K colors or more recommended

❖ **Web Browser**

Internet Explorer 4.01 Service Pack 1 or later
Netscape Communicator 4.5 or later

2. Setup

Install Web Document Viewer according to the flow below.



Setting Up the Delivery Server

Preparation

Decide whether the Web Document Viewer server will be set up in the same computer as the delivery server (recommended) or in a separate computer. If it is set up in a separate computer, ask the network administrator for the FQDN (DNS name) or NetBIOS name (computer name) of the computer used as the delivery server.

Set up the delivery server.

To use server print, the appropriate application for the data must be installed on the delivery server.

Reference

For more information, see ScanRouter V2 Professional Setup Guide or Management Guide.

Setting Up the WWW Server

For Windows NT

Use an account that has administrators permission to log on to Windows to install the software below.

- Internet Explorer 4.01 SP1
- Windows NT Option Pack
- Windows NT Service Pack

Installing IE4.01 SP1

1 Follow the instructions of the dialog box to install IE4.01 Service Pack1 for Windows95/Windows NT4.0 using the setup conditions below.

- Installation option
  Standard installation (default)
- Desktop update
  No
- Active channel selection
  Use the default language
- Installation destination folder
  \Program Files\Plus\Microsoft Internet

Note

❒ If a message indicating that IE4.01 Service Pack1 is already installed appears, this procedure is not necessary.

❒ IE5 is already installed, this procedure is not necessary.

❒ To install IE4.01 SP1, Windows NT Service Pack 3 or later must be installed beforehand.

2 After installation is complete, restart the computer.

Note

❒ After IE4.01 Service Pack 1 is installed, the machine is restarted. If a message appears indicating that an error has occurred in one or more services or drivers or that some services could not be started, please restart the machine again.

Installing NT Option Pack

1 Follow the instructions of the dialog box, and select [Custom] installation to install NT Option Pack using the setup conditions below.

- Necessary component selection
  Internet Information Server
  Microsoft Data Access Components 1.5
  Microsoft management console
  NT Option Pack common file
  Transaction Server
-

Components	Subcomponents	Sub-subcomponents
Internet Information Server (IIS)	Internet Service Manager	
	World Wide Web Server	
Microsoft Data Access Components 1.5	Data Sources	Jet and Access(ODBC)
		Oracle
		SQL Server
	MDAC: ADO, ODBC, and OLE DB	MDAC Core Files: ADO, ODBC, and OLE DB
Microsoft Management Console		
NT Option Pack Common Files		
Transaction Server	Transaction Server Core Components	

Note

❒ If Windows NT Service Pack4 or later is installed, the "This product is not evaluated in SP4. Continue?" and "This product is not tested in SP4. Continue?" messages appear. Select "Yes" and continue.

❒ If IIS3 is already installed, the following apply.

① This is not custom installation. Upgrade Plus is displayed.

② If the **[WWW (World Wide Web) Sample]** check box cannot be cleared, delete **[WWW (World Wide Web) sample]** in **[Add and Delete Application]** on the control panel, and then install NT Option Pack using **[Upgrade Plus]**.

2 After installation is complete, restart the computer.

Note

❒ If NT Option Pack is installed in a machine in which Windows NT Service Pack is already installed, reinstall NT Service Pack.

Installing Service Pack

After the installation of Option Pack is finished, install Windows NT 4.0 Service Pack 5 or later.

Note

❒ If Service Pack is already installed, reinstall it. Reinstallation updates the contents of the WWW server software.

For Windows 2000

Installing Internet Information Services (IIS)

Note

❒ If Internet Information Services (IIS) is already installed when Windows 2000 Server is installed, this procedure is not necessary.

1 **Use an account that has administrators permission to log on to Windows.**

If logged on with another account, log off, and then log on as the account that has administrators permission.

2 **Click [Start], point to [Settings], and then click [Control Panel].**

3 **Select [Add/Remove Programs] on the control panel.**

4 **Select [Add/Remove Windows Components]. The "Windows Components wizard" starts.**

5 **Select [Internet Information Services (IIS)], and then click [Next].**

Installation will start.

6 **When the completion message appears, click [Finish].**

The installation of Internet Information Services (IIS) is finished.

3. Installing Web Document Viewer

After stopping the WWW service and other Internet services, use the CD-ROM to install Web Document Viewer.

Stopping the WWW Service

Stopping the WWW service and other Internet services.

For Windows NT

1. **Log on to Windows with an account that has administrators permission.**

   If logged on with another account, log off, and then log on as the account that has administrators permission.

2. **Click [Start], point to [Programs], point to [Windows NT 4.0 Option Pack], point to the WWW service folder, and then click [Internet Service Manager].**

3. **Double-click the [Internet Information Server] folder and double-click the computer installing Web Document Viewer.**

4. **Click to select [Default Web Site], and then click [Stop] from the [Action] menu.**

   Note

   ❒ You can also stop the service by clicking the button on the taskbar.

5. **Double-click the [Microsoft Transaction Server] folder and double-click the [Computers] folder.**

6. **Click to select [My Computer], and then click [Shut Down Server Processes] from the [Action] menu.**

7. **Exit Internet Service Manager.**

For Windows 2000

1. **Log on to Windows with an account that has administrators permission.**

   If logged on with another account, log off, and then log on as the account that has administrators permission.

2. **Right click the [MY Computer] icon then choose [Manage].**

3. **Open [Services and Applications] in the console tree, then open [Internet Information Services].**

4. **In the right pane, click [Default Web Site] to highlight it.**

5. **From the [Action] menu, choose [Stop].**

   Note

   ❒ You can also stop the service by clicking the button on the toolbar.

6. **If any other IIS services are running, stop them in the same way.**

Installing Web Document Viewer

Install Web Document Viewer from the CD-ROM.

1 Insert the CD-ROM for this product into the CD-ROM drive.

The **[ScanRouter V2 Professional Setup]** dialog box is displayed.

2 Click [Web Document Viewer].

The installation confirmation dialog box appears.

3 Click [Yes].

4 Click [Next] on the displayed dialog box.

5 Read the Software License Agreement, and then click [Yes].

"Select Installation Destination" appears.

6 Specify the installation destination, and then click [Next].

Note

❒ If DeskTopBinder V2 or ScanRouter V2 Link is already installed, the installation destination cannot be specified. The destination will be a folder common to them.

❒ You cannot specify the following locations:

- Within Windows folders
- Root directory
- Within removable media such as the MO disk

7 Enter installation information, and then click [Next].

Specify the virtual directory name and server name that are used for Web Document Viewer. As the server name, specify the FQDN (DNS name) or the NetBIOS server name of the computer used as the delivery server.

Note

❒ If Web Document Viewer is installed in the same computer as the delivery server, leave the server name blank.

❒ The virtual directory name becomes a part of the URL. The URL is used connect to the delivery server using the Web browser.

8 Confirm the settings.

When **[Next]** is selected, Web Document Viewer is installed and "Web Document Viewer has been installed." appears.

Important

❒ Write down the URL displayed at this time. It will be used to confirm operation.

9 Click [Finish].

The **[ScanRouter V2 Professional Setup]** dialog box appears.

Note

❒ Before the computer restarts, Web Document Viewer does not work normally.

10 Resume the WWW service.

11 Access the URL displayed in 8 with the Web browser to confirm that pages are displayed normally.

If the pages are not displayed normally, check whether the WWW server is set up properly.

Note

❖ **The URL displayed when Web Document Viewer is installed in the same machine as the Deliver Server**

http://DNS name or IP address of the server/virtual directory name/start_f.asp
Example http://server.example.com/rds/start_f.asp

- server.example.com…DNS name or IP address
- rds…Virtual directory name

❖ **The URL when Web Document Viewer is installed in a different machine from the delivery server**

http://DNS name or IP address/virtual directory name/start_f.asp?SvrName=NetBIOS name or DNS name of the delivery server
Example http://server.example.com/rds/start_f.asp?SvrName=Cherry.example.com

- server.example.com…DNS name or IP address of the server
- rds…Virtual directory name
- Cherry.example.com…NetBIOS name or DNS name of the delivery server

Uninstalling Web Document Viewer

1 Stop the WWW service.⇒ P.11 *"Stopping the WWW Service"*

2 Uninstall Web Document Viewer in [Add/Remove Application] on the control panel.

Setting Up with the ScanRouter V2 Administration Utility

To access the delivery server from the Web browser, you must first enter the URL on the **[Web Settings]** tab of the ScanRouter V2 Administration Utility.

Note

❒ For more information, see Help in ScanRouter V2 Administration Utility.

Troubleshooting

Problem	cause/Action
The Start Page cannot be displayed.	→Is the URL correct? • The URL in this service is as follows: http://{WWW server DNS name}/rds/start_f.asp • The following shows the URL when the virtual directory name is changed during installation or the delivery server of a different computer from the WWW server is accessed: http:// {WWW server DNS name}/{virtual directory name}/ start_f.asp?SvrName={delivery server name or DNS name} →Is the WWW browser set up properly? For example, if you always access the WWW server on a LAN via a proxy, sometimes access may not be possible. →Is the client computer properly set up on the network? If the TCP/IP protocol or DNS is not set up properly, the computer cannot connect to the WWW server. →Is the WWW server operating properly? If software is installed properly in the WWW server and the WWW server is not operating, the Start Page cannot be displayed.
The Top Page cannot be displayed.	→Is the delivery server operating properly? If software is installed properly in the computer used as the delivery server and the delivery server is not operating, the Top Page cannot be displayed.

INDEX

C

Client Computer, 4

I

Installation destination, 12

S

ScanRouter V2 Administration Utility, 14
System Requirements, 3

T

Troubleshooting, 15

W

WWW Server, 7
WWW Service, 11

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Web Document Viewer Setup Guide

UE (USA) B426-8531

DeskTopBinder V2
ScanRouter V2 Link

Guide

Preface

ScanRouter V2 Link can monitor in-tray in the delivery server (ScanRouter V2 Professional/ScanRouter V2 Lite) in the network and notify of documents received from a network device in a client computer. Also, ScanRouter V2 Link can automatically receive the received documents by the client computer and delete them from the delivery server.

This manual explains how to use ScanRouter V2 Link. For information about how to use ScanRouter V2, see the ScanRouter V2 Management Guide or Help of ScanRouter V2.

Network devices used in the illustrations of this guide is an example. It may differ from actual network devices.

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TABLE OF CONTENTS

Introduction **1**

1. Launch and Exit

Launch **3**

Exit **4**

2. Various settings

Setting in-trays **5**

Dial-up-related Device 6

Setting Monitoring and Notification method: **8**

3. Confirmation and Receipt of Documents

Manual Confirmation and Automatic Receiving **9**

Save as Windows file 9

Add as DeskTopBinder V2 document 9

Notification Only 9

Automatic Confirmation and Automatic Receiving **10**

Save as Windows file 10

Add as DeskTopBinder V2 document 10

Notification Only 10

4. Appendix

Troubleshooting **11**

File Formats **12**

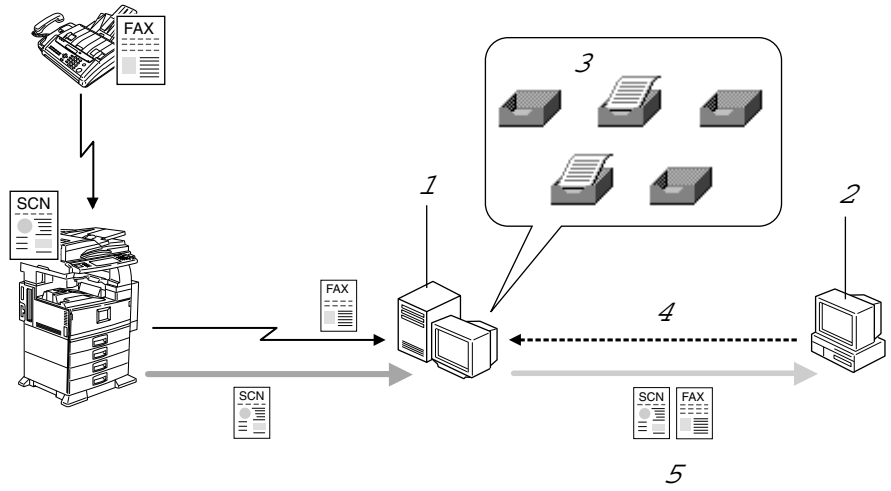
File Name of Documents **13**

INDEX **14**

Introduction

ScanRouter V2 Link can monitor in-trays in the delivery server (ScanRouter V2 Professional/ScanRouter V2 Lite) in the network and notify of documents received from a network device in a client computer. Also, ScanRouter V2 Link can automatically receive the received documents sent by the client computer and delete them from the delivery server. You can set to save the automatically received documents as below.

- The documents are saved in the specified location. The documents can be displayed by launching a specified application.
- If ScanRouter V2 Link and DeskTopBinder V2 are installed in the same machine, the documents are added in the **[My Work Folder]** of DeskTopBinder V2. The documents can be displayed by DeskTopBinder V2.



GGFMICOJ

1. delivery server

2. Client Computer

3. Received in in-tray

4. Monitoring

5. Auto-Receiving/Notification

Note

❒ In the WAN environment, do not use ScanRouter V2 Link installed in a client computer. Depending on the network, timeout may occur and documents cannot be delivered normally during connection.

❒ Set up an environment correctly when the ScanRouter V2 Administration Utility, DeskTopBinder V2, or ScanRouter V2 Link is used in the dial-up connection computer. ⇒ P.6 *"Dial-up-related Device"*

❒ Fax documents received from a facsimile can be used for ScanRouter V2 Professional only.

❒ When Scan Type is set to GrayScale or Color, resolution is set to 600 dpi, or a large image is read in the connecting device, processing after documents are received automatically may take time depending on documents received. In this case, we recommend that you increase the CPU processing capability, memory size, or hard disk capacity of the client computer.

Launch

1. **Click [Start] and point to [Programs] and [DeskTopBinder V2] to select [ScanRouter V2 Link].**

   The "ScanRouter V2 Link Properties" dialog box appears.

2. **Select [OK].**

   "ScanRouter V2 Link Properties" dialog box is closed, and the icon for ScanRouter V2 Link is displayed on the task tray.

Exit

1. **Right-click the icon for ScanRouter V2 Link on the task tray, and click [Exit].**

   ScanRouter V2 Link exits.

Setting in-trays

After installation, set in-trays to control. You can monitor multiple in-trays.

1 Click [Start] and point to [Programs] and [DeskTopBinder V2] to select [ScanRouter V2 Link].

The "ScanRouter V2 Link Properties" dialog box appears.

Note

❒ To display the "ScanRouter V2 Link Properties" dialog box from already launched ScanRouter V2 Link, right-click the icon of ScanRouter V2 Link on the task tray to select **[Properties]**.

2 Select [Add] beside the [In-Trays to control:].

The "In-Tray Settings" dialog box appears.

3 Specify the in-trays to control.

❶ Enter the IP address of the delivery server in [Delivery Server].

Note

❒ You can select the delivery server from the displayed "Select Delivery Server" dialog box by clicking **[Browse]**. When the delivery server name is selected on the "Select Delivery Server" dialog box, an IP address is displayed on the "In-Tray Settings" dialog box.

❷ Select [Browse] on the right of [In-Tray].

The "Add In-Tray to Control" dialog box appears.

❸ Click to select the in-tray name of the in-tray name from the in-tray list which is displayed on the "Add In-Tray to Control," and select [OK].

❹ Enter the password for the in-tray, which was entered in [In-Tray], in [Password].

Note

❒ Ask the delivery server administrator about the password to be entered.

4 Set how to process the document on the in-tray.

❶ Check [Monitor In-Tray] to monitor the in-tray periodically.

Check **[Auto-receive from In-Tray]** to automatically receive the document on the in-tray.

❷ To save the automatically received document in the specified location, select [Save as Windows file], and enter the location in [Save in:].

By selecting **[Add as DeskTopBinder V2 document]**, you can add the automatically received document in **[My Work Folder]** of DeskTopBinder V2.

Note

❒ By clicking **[Browse]**, you can select the save location from the tree display.

❒ You can select **[Add as DeskTopBinder V2 document]** only when DeskTopBinder V2 was already installed in the same computer as for ScanRouter V2 Link.

5 Set the format of saving documents.

Select the format from the pull-down menus for **[Black & White:]** and **[Grayscale/Color:]**.

Reference

For more information about formats, see P.12 *"File Formats"*.

6 Select [OK].

You have finished setting the in-tray to be monitored.

7 If multiple in-trays are monitored, repeat Steps 2 to 6 to add the in-tray.

Dial-up-related Device

When the dial-up router is connected in an environment in which ScanRouter V2 is used

Appropriately perform the settings below. If the network environment is changed, perform the settings again.

The delivery server must be set up.

- network device
- ScanRouter V2 Administration Utility
- ScanRouter V2 Link
- DeskTopBinder V2

A network device must be set up.

- Delivery server (set up in the setting of I/O devices of ScanRouter V2 Administration Utility)

Note

❒ Some network devices do not require the setting of I/O devices.

Important

❒ If the delivery server is connected when a connection to the delivery server via the dial-up router is set, the line may be connected and telephone charges may be collected.

When you use a dial-up connection computer

When the ScanRouter V2 Administration Utility, DeskTopBinder V2, or ScanRouter V2 Link is used in the dial-up connection computer, a dial-up connection may be made due to the connection to the delivery server, depending on the setting.

Important

❒ When you set that your computer is automatically connected to the Internet, without displaying the dialog box for confirming the connection, the line is connected and telephone charges occur. To avoid the unnecessary dial-up connection, be sure to set to display connection confirmation during operation. Also, check if the unnecessary dial-up connection is made when these software products are used.

Setting Monitoring and Notification method:

Set how to notify of the monitoring interval of the in-tray and how to notify the result of monitoring.

Note

❒ This setting is applied to all in-trays to be monitored.

1. **Select the [Monitoring] tab on the "ScanRouter V2 Link Properties" dialog box.**

2. **Set [Monitoring interval:] and [Notification method:].**

   If **[Monitor Tray]** on the "In-Tray Settings" dialog box is not selected, setting **[Monitoring interval:]** will be invalid.

3. **Select [OK].**

   You have finished setting monitoring and the notification method.

3. Confirmation and Receipt of Documents

Manual Confirmation and Automatic Receiving

1 Double-click the icon for ScanRouter V2 Link on the task tray.

Or, right-click the icon for ScanRouter V2 Link on the task tray to select **[Receive]**. If there are no documents on the in-tray, the "No corresponding data after %s. (the date when you previously double-clicked the icon for ScanRouter V2 Link)" message appears. When there is a document on the in-tray, the following are displayed depending on the setting on the "ScanRouter V2 Link Properties" dialog box.

Save as Windows file

Received documents are saved in the specified location and deleted from the in-tray. After the documents are saved in the specified location, the "Data Received" dialog box appears. You can display the documents by specifying an application.

Add as DeskTopBinder V2 document

Received documents are added as ScanRouter V2 documents and deleted from the in-tray. After the documents are added in **[My Work Folder]** for DeskTopBinder V2, the "Data Delivered" dialog box appears. You can launch DeskTopBinder V2 by clicking **[Launch DeskTopBinder V2]**.

Notification Only

After reception is confirmed, the "Data Delivered" dialog box appears. No received documents are deleted from the in-tray. You can launch DeskTopBinder V2 to display the documents by clicking **[Launch DeskTopBinder V2]**.

Note

❒ To confirm the contents of the in-tray, you must add the delivery server for ScanRouter V2 to the connection destination in advance when the functionality of DeskTopBinder V2 is extended.

Automatic Confirmation and Automatic Receiving

When you set to monitor the in-tray, ScanRouter V2 Link automatically monitors the in-tray at each set time. When there is a document on the in-tray, the following are displayed depending on the setting on the "ScanRouter V2 Link Properties" dialog box.

Save as Windows file

Received documents are saved in the specified location and deleted from the in-tray. When a notification with pop-up is set, the "Data Received" dialog box appears. You can display the documents by specifying an application.

Add as DeskTopBinder V2 document

Received documents are added in **[My Work Folder]** for DeskTopBinder V2 and deleted from the in-tray. When a notification with pop-up is set, the "Data Delivered" dialog box appears. You can launch DeskTopBinder V2 by clicking **[Launch DeskTopBinder V2]**.

Notification Only

After reception is confirmed, the "Data Delivered" dialog box appears. No received documents are deleted from the in-tray. You can launch DeskTopBinder V2 to display the documents by clicking **[Launch DeskTopBinder V2]**.

Note

❒ To confirm the contents of the in-tray, you must add the delivery server for ScanRouter V2 to the connection destination in advance when the functionality of DeskTopBinder V2 is extended.

Troubleshooting

Problem	Cause/Action
Cannot receive documents.	Check if the service of the delivery server stops using the ScanRouter V2 Administration Utility. Also, check if the same in-tray is monitored by multiple client computers.
It takes time to receive data with a network device.	Check the value of "Monitoring interval:" in the monitoring tab on the Properties dialog box in ScanRouter V2 Link. Do not make the size of data large by reducing the resolution of documents for scanning. **Note** ❒ It may take time to receive data depending on the processing capability of the computer (e.g., the memory of computer is small).

File Formats

Documents are received by either of the file formats below depending on the setting.

Note

- ❒ When originals are read by the network device, ScanRouter V2 Link handles documents in which "Text, " "Text/Photo," or "Photo" is specified as the type of originals and documents received by fax as a Black & White image.
- ❒ When documents handled as a Grayscale/Color image are read by the network device, "Grayscale" is specified as the type of manuscripts.
- ❒ In case of multiple-page documents, one file is created for each page because Multi-page option is not available for Grayscale/Color image.

❖ TIFF/TIFF-F

File formats used to save bitmap images. These formats are used for Black & White, Grayscale, and Color images.
One file is created for single-page image in TIFF, and one file for multiple-page image in Multi-page TIFF and TIFF-F.
You can select the TIFF Compression Format as MH, MR, or MMR. In general, the order is MH, MR, MMR from low to high compression ratios (depending on the image).

❖ PDF

This file format can be opened with Adobe Acrobat Reader. Multi-page images can be saved in one file with this file format.

❖ JPEG

This method can compress image data with constant quality.

File Name of Documents

When you select "Save as Windows file" in "Save as/Add as:" on the "In-Tray Settings" dialog box, the following name is used for the received documents:

Document name_nnn.xxx

- nnn
  Page number for documents when they are received as a file in the single-page format. The page number is fixed to 001 when documents are received as a file in the multiple-page format.
- xxx
  Extension of each file format

Note

❒ If the same documents are received in the multiple-page format, the first name in the page group is used.

INDEX

C

Confirmation of reception, 9

F

File Formats, 12
File Name, 13

J

JPEG, 12

M

Monitor, 5, 8

P

PDF, 12

R

Reception, 9

S

ScanRouter V2 Link Properties, 5

T

TIFF, 12
Troubleshooting, 11

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DeskTopBinder V2 ScanRouter V2 Link Guide

UE (USA) B428-8600

DeskTopBinder V2 *Lite*

Introduction Guide

1 Overview 2
1.1 DeskTopBinder V2 2
1.2 Starting and Exiting DeskTopBinder V2 Lite 2
1.3 Adding Features 2
2 Document Management 3
2.1 Cabinets and Folders 3
2.2 Documents and Sections 3
2.3 Document Properties and Document Type 3
3 Using DeskTopBinder V2 Lite 5
3.1 Structure of DeskTopBinder V2 Lite 5
4 Desk Features 6
4.1 Viewing the Desk Display 6
4.2 Displaying Contents of a Document 9
4.3 Controlling Documents 10
4.4 Maintenance 11
5 Viewer Features 12
5.1 Viewing the Viewer Display 12
5.2 Managing Sections 12

This guide provides information about the features of DeskTopBinder V2 Lite and viewing its display. For detailed operational procedures, see DeskTopBinder V2 Lite Help.

1 Overview

1.1 DeskTopBinder V2

DeskTopBinder V2 can integrate various kinds of data, such as files made with different applications, scanned image data, and existing image files for total document management. In addition to the file name, each document can have specific document properties. Networking with input/output (I/O) devices also enables you to add document I/O functions. Depending on the network devices, saved documents in the Document Server can be captured by DeskTopBinder V2.

Incorporated with the DeskTopBinder delivery server, ScanRouter V2 enables you to view documents in in-trays and deliver them. DeskTopBinder delivery server must be installed in advance to operate ScanRouter V2. ScanRouter V2 has two versions: ScanRouter V2 professional and ScanRouter V2 Lite.

1.2 Starting and Exiting DeskTopBinder V2 Lite

Starting

❶ Click [Start], and then point to [Programs].

❷ Point to [DeskTopBinder V2], and then click [DeskTopBinder V2].
DeskTopBinder V2 Lite starts.

Exiting

❶ From the [File] menu, select [Exit].
DeskTopBinder V2 Lite exits.

≪ Note ≫

- If the [Display list of expired documents on exit] check box on the My Cabinet Properties dialog box is selected, the documents are searched and the Expired Document list appears when you exit DeskTopBinder V2 Lite. From the Expired Document list, you can delete unnecessary documents.

1.3 Adding Features

New network devices can be added by selecting Extended Features. These devices are displayed under the DeskTopBinder V2 Lite tree and can be used in cooperation with DeskTopBinder V2 Lite.
Using the network devices, the following operations are possible:

■ Control files in a client computer with DeskTopBinder V2 Lite
■ In cooperation with ScanRouter V2, view documents in the in-trays
■ Control documents in the Document Server

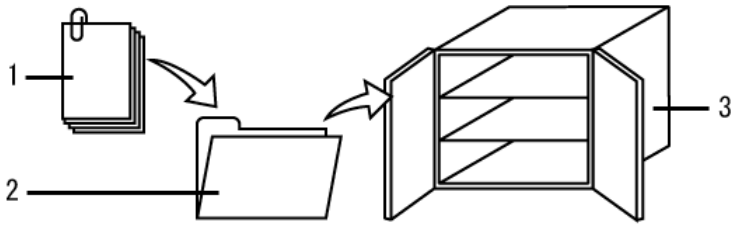
≪ Note ≫

- For more information about network devices, see Help. (″Extended Features″ in ″Overview″)
- The Document Server function can be selected only when network devices support the same function.

2 Document Management

2.1 Cabinets and Folders

Added documents are stored in a cabinet called My Cabinet. In this cabinet, you can create folders and use them to sort documents. This cabinet has a trash can where deleted files and documents are placed.



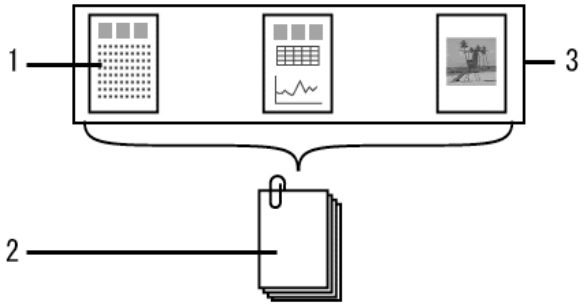
1. Document
2. Folder
3. Cabinet

≪ Note ≫

・When DeskTopBinder V2 Lite is installed, one My Cabinet is created. You cannot add any new cabinets.

2.2 Documents and Sections

You can add multiple files made with various applications as one document. In this case, one file becomes one section, and one document can be composed of multiple sections.



1. Section
2. Document
3. Data made with applications and scanned image data

2.3 Document Properties and Document Type

Document properties, including information such as the creator, document status, and expiration date, make document management easier.
The document properties displayed may differ depending on the document type. Each document can only be configured as one document type.
In addition to the basic document type, the ScanRouter V2 specific document types are available. Documents added from input devices by way of ScanRouter V2 Lite/Professional can be configured as a ScanRouter V2 specific document.

Document Properties of DeskTopBinder V2 Lite

Using DeskTopBinder V2 Lite, you can configure document properties for each document and confirm them using Properties. You can confirm the document name, date added/modified, creator, work status, and expiration date.

Document Properties and Document Type of In-Tray Documents

The document properties displayed may differ depending on the document type.
Each document delivered in the in-tray of ScanRouter V2 Lite/ Professional has a specific document type depending on the capture method.

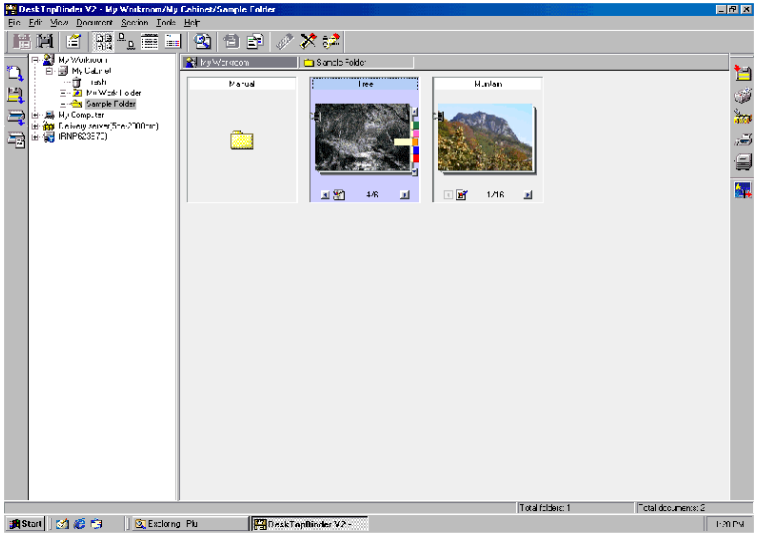
3 Using DeskTopBinder V2 Lite

3.1 Structure of DeskTopBinder V2 Lite

DeskTopBinder V2 Lite has Desk and Viewer displays.

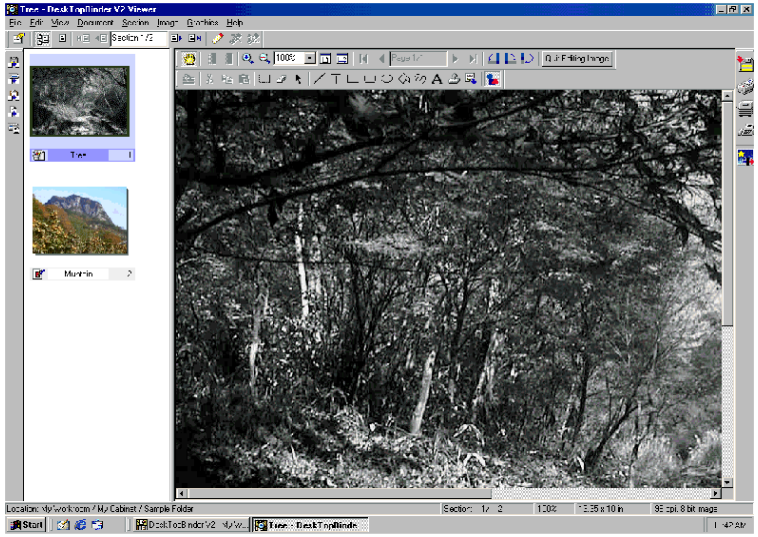
■ Desk Display

Shows a document list. This display is used to operate DeskTopBinder V2 Lite.



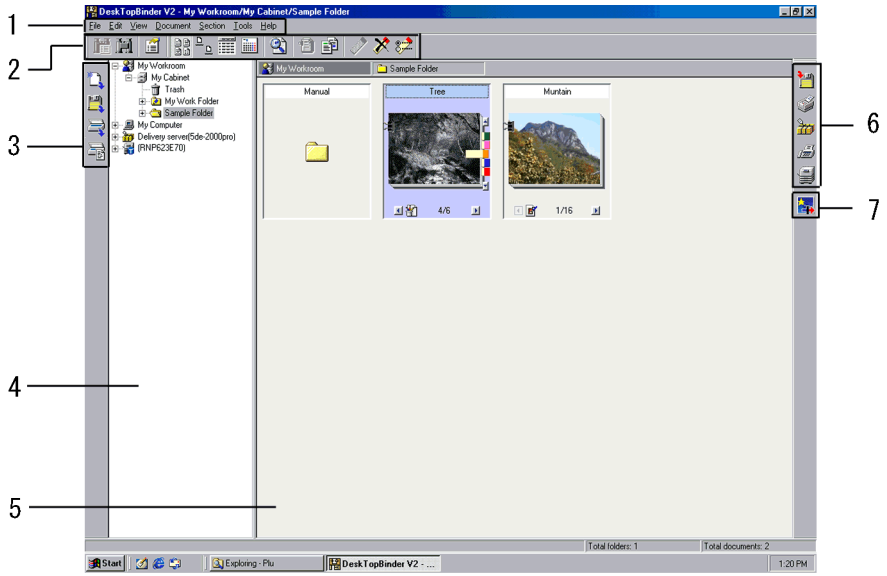
■ Viewer Display

Shows the contents of a document. This display is mainly used to edit a document.



4 Desk Features

4.1 Viewing the Desk Display



1 : Menu Bar
Use this to perform operations on the display.

2 : Standard Toolbar
Use this to perform standard function operations such as searching, displaying properties, and switching views.

3 : Input Toolbar
Use this to add existing files and scanned documents.

4 : Tree Pane
Displays My Cabinet from DeskTopBinder V2 Lite and network devices added using the Extended Features function. Just after installation, only My Workroom is displayed.

5 : Document List Pane
Displays folders and documents in a cabinet or a folder selected from the tree.

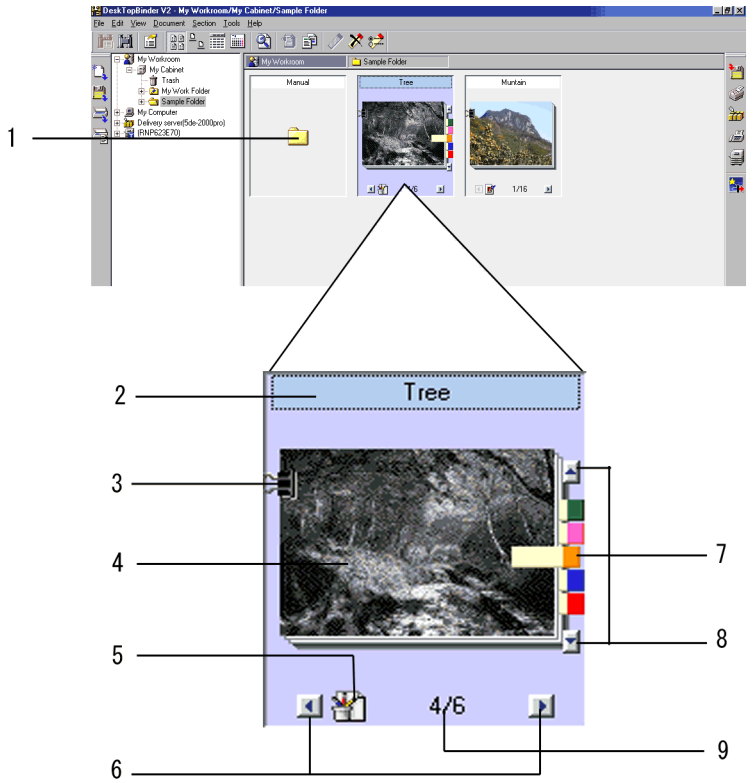
6 : Output Toolbar
Use this for printing and fax transmission. Except  and  , functions configured using Extended Features are displayed.

7 : Conversion Toolbar
Use this to convert documents or sections into images. Convert to Image setting must be configured using Extended Features of DeskTopBinder V2 Lite.

Document View Varieties

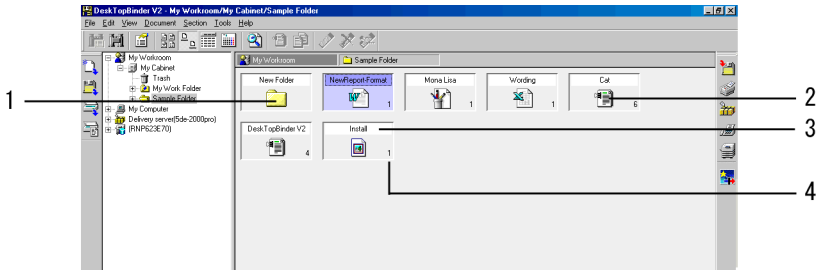
The following views are available:

■ Thumbnails View



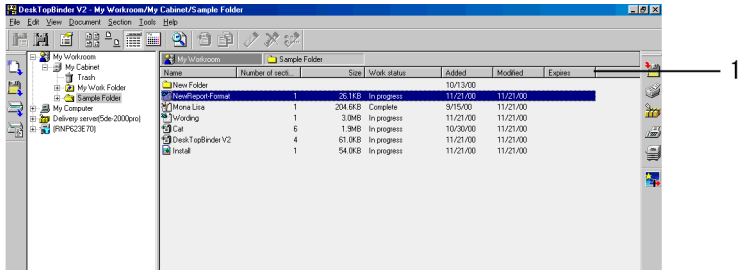
1 : Folder Icon
2 : Folder or Document Name
3 : Clip
When a document is composed of multiple sections, a clip is displayed.
4 : Section Thumbnail
The section thumbnail is displayed. According to the data, sometimes the thumbnail is not created.
5 : Section Icon
The application icon corresponding to the section file extension is displayed.
6 : [Previous Section][Next Section] Buttons
These buttons appear when a document is composed of multiple sections. Use them to move through the sections of a document.
7 : Note
Click this to show the marked section. Double-click to display the Note Contents dialog box.
8 : Note Leaf
When six or more notes are attached to one document, only five notes are displayed, and the Note Leaf button appears. Use this button to move through the marked sections of a document.
9 : Current Section Number/Total Section Number
Shows the current section number and the total number of sections.

■ Icons View



1 : Folder Icon
2 : Document Icon
The document icon is displayed. When a document is composed of multiple sections, the icon is displayed with a clip attached.
3 : Folder or Document Name
4 : Total Section Number
Shows the total number of sections in the document.

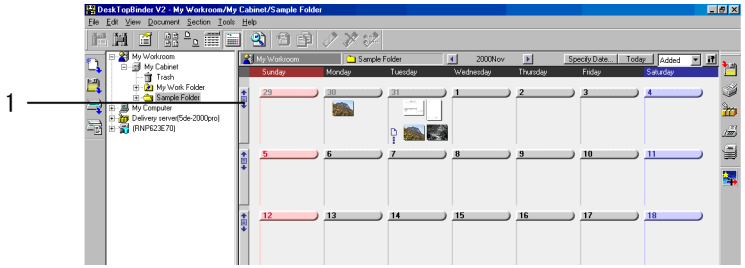
■ Details View



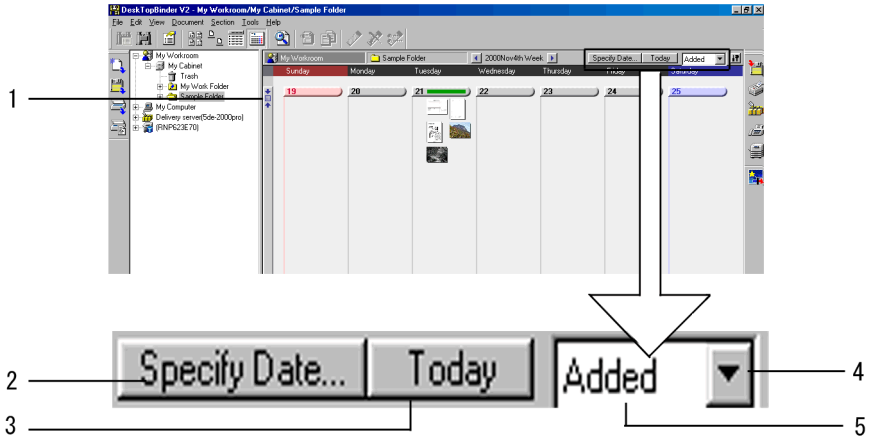
1 : Displayed Items
Click each item to sort documents. In addition, the documents stored in the in-tray can be displayed by document type.

■ Calendar View

・Monthly View



・Weekly View



1 : Monthly/Weekly Button
Use this to switch between the weekly and monthly calendar.

2 : [Specify Date] Button
Shows the month or week including the specified date.

3 : [Today] Button
Shows the month or week including today.

4 : Calender Settings Button
Select Monday or Sunday as the first day of the week in the calendar.

5 : Added/Modified Date
Select to display by the added date or modified date of the document.

≪ Note ≫

・You can directly edit a folder or document name by clicking it.

・To show unread status of documents, the unread mark  is displayed in the Thumbnails view and is shown in red in the Details view.

・The view type and view contents may differ depending on the network devices.

4.2 Displaying Contents of a Document

The following methods are available to display the contents of a document:

■ Using Easy Viewer
Select [Easy Viewer] from the [View] menu or click the Easy Viewer button on the toolbar. Then select a document from the document list pane.

■ Using Viewer
From the [Document] menu, select [Open in Viewer].

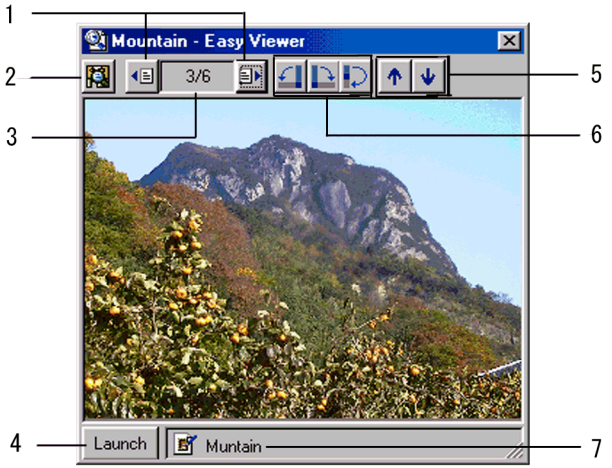
■ Using an Application
Three methods are available:
- Double-click a document composed of one section created with an application file.
- In the Thumbnails view, select a section, and then select [Open in Application] from the [Document] menu.
- In the Icon view, Details view, or Calendar view, select a document containing only one section, and then select [Open in Application] from the [Document] menu.

Displaying a Document Using Easy Viewer

You can easily display the contents of a document section by section.

Click  , and then select a document on the document list pane.

The size of the Easy Viewer window is changeable.



1 : [Previous Section][Next Section] Buttons
Use these buttons to move through the sections of a document.
2 : [Open Viewer] Button
Use this to start Viewer. Easy Viewer is canceled.
3 : Current Section Number/Total Section Number
Shows the current section number and the total number of sections.
4 : [Launch] Button
Launches an application. Easy Viewer is canceled.
5 : [Previous Document][Next Document] Buttons
Use these buttons to move from document to document.
6 : [90 ° Left] [90 ° Right] [180 °] Buttons
Use these buttons to rotate a displayed section image.
The rotated image cannot be saved.
7 : Section Name

≪ Note ≫
- Easy Viewer can display image sections only.

4.3 Controlling Documents

≪ Reference ≫
・For details, see Help.

Adding Documents

To add a document, start from the [File] menu or Input toolbar.
The following methods are available:

■ Create a new file using an application
A new file created with an application is added as a document.
■ Add a document from a file
An existing file is added as a document. You can use the drag-and-drop operation.
■ Add a document using a scanner
A scanned image is added as a document.
■ Add a document using easy scanning
Configure the scan-input conditions in advance. The image scanned with the easy scanning compliant scanner is added as a document.

≪ Note ≫
・Scan or easy scanning settings must be configured using Extended Features.

Searching Documents

To search for documents, start from the [File] menu or General toolbar.
The following methods are available:

■ Specific Search
Searches with detail conditions.
■ Broad Search
Searches only with words or date.

≪ Note ≫
・This version does not support Specific Search.

Arranging Documents

The following methods are available:

■ Display properties
You can check the document properties and document type.
■ Create thumbnails
When section thumbnails are created, you can find and view documents in the Thumbnails view.
■ Combine/Separete documents
Use to combine multiple documents or to separete multiple DeskTopBinder V2 Lite documents into one-section documents.
■ Add/delete a note and change note contents
Adding/deleting a note on a section makes document arrangement easier.
You can change the color of a note and enter the comment.

Printing/Outputting/Converting Documents

To print, output or convert documents, start from the [File] menu, or Output or Conversion toolbar.
The following methods are available:

■ Export as files
■ Print using Easy Print
■ Fax transmission（Send by Fax）
■ Print
■ Convert to an image file（Convert to Image）

≪ Note ≫
・Easy Print, fax transmission must be configured using Extended Features.
・Convert to Image is available only for image data.
・To use fax transmission, a fax driver is required. For information about supported fax drivers, see the DeskTopBinder V2 Readme file.

4.4 Maintenance

Arranging Folders

You can create, delete, move, and change the name of folders.

Adding Features

To add features, start from the [Tools] menu.
The following features are available:

■ Input functions
Scan, easy scanning
■ Output functions
Easy Print, Send by Fax, Deliver
■ Convert function
Convert to Image
■ Network functions
My Computer, Document Server

Backing Up DeskTopBinder V2 Lite Cabinets and Folders

For backups, start from the [File] menu. Periodic backup and extracting backup data are possible.

■ Manual Backup
Select the folder to be backed up. From the [File] menu, select [Backup]. In the [Backup] dialog box, select the objects to be backed up. In the [Save As] dialog box, specify the name for the backup file and where the file is to be saved.
■ Automatic Backup
Click the My Cabinet icon. The My Cabinet Properties dialog box appears. Click the [Backup] tab and make the necessary settings.
■ Extract Backup Data
Use Windows Explorer and uncompress the file.
In the [Extract To] dialog box, click [Browse DeskTopBinder Tree]. Specify the location for the file and uncompress.

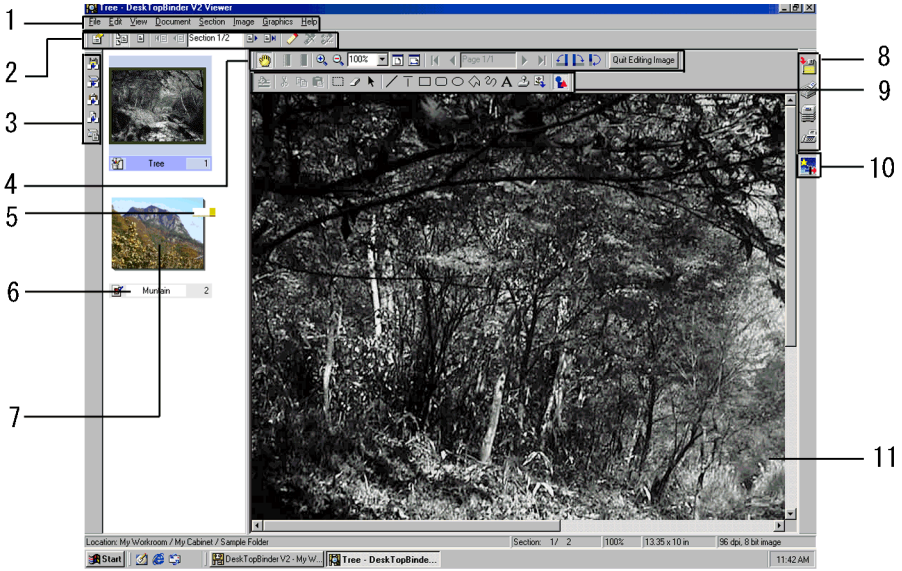
≪ Note ≫
- For more information about backups, see DeskTopBinder V2 Help. (″Backup″ in ″DeskTopBinder V2 operation″)

5 Viewer Features

5.1 Viewing the Viewer Display

When a DeskTopBinder V2 Lite document Is Displayed

The menu and toolbars look different depending on whether an image section or non-image section is displayed.
To edit an image, click [Edit Image] from the Section menu or Image View toolbar.



1 : Menu Bar
Use this to perform operations on the display.
2 : Standard Toolbar
Use this to perform standard function operations such as switching sections and adding notes.
3 : Input Toolbar
Use to add existing files and scanned documents.
4 : Image Viewing Toolbar
Use to zoom in, zoom out, or rotate an image.
5 : Note
Use this to attach or delete a note, or to change the note contents.
6 : Section Name
Use this to change the section name.
7 : Section List Pane
The section thumbnail list in a document is displayed.
8 : Output Toolbar
Use this for printing and fax transmission. Except  and  , functions configured using Extended Features are displayed.
9 : Drawing Toolbar
Use this to draw lines, polygons and circles on an image.
10 : Conversion Toolbar
Use this to convert documents or sections to images. Convert to Image setting must be configured using Extended Features of DeskTopBinder V2.
11 : Section Pane
The contents of the currently selected section are displayed. Only image sections can be displayed.

≪ Note ≫
- The Image View toolbar appears only when an image section is displayed.

5.2 Managing Sections

≪ Reference ≫
- For more information, see Help.

Changing the Section Order

To change the section order, start from the menu, or move a section thumbnails in the thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert/replace a section, start from the [File] menu. The types of data you can insert/replace are:

- Data imported from a file
- Image data scanned with a scanner
- Clipboard images
- Data captured from added documents
- Image data scanned using easy scanning

≪ Note ≫
・To use a Scan or easy scanning to insert or replace a section, you must first configure them using Extended Features.

Printing/Outputting/Converting a Section

To print, output or convert a section, start from the [File] menu, the Output toolbar or Conversion toolbar.
The following methods are available:

- Export as files
- Print with Easy Print
- Fax transmission（Send by Fax）
- Print
- Convert to an image file（Convert to Image）

≪ Note ≫
・To use Easy Print or fax transmission, you must first configure them with Extended Features.
・Convert to Image is available only for image data.

Editing an Image Section

To edit an image, click [Edit Image] from the Section menu or the Image Viewing toolbar.
To draw a figure, start from the [Graphics] menu or Drawing toolbar.
The followings are available for editing an image.

- Insert Text
- Stamp
- Insert Illustration
- Straight Lines
- Horizontal/Vertical Lines
- Squares/Rectangles
- Rounded Rectangles
- Ovals
- Polygons
- Freehand

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DeskTopBinder V2 *Lite*

Setup Guide

Preface

DeskTopBinder V2 Lite can integrate and manage diverse data such as files created by applications, image data entered by scanners, and existing image files.

This book explains how to set up **DeskTopBinder V2 Lite**. For information about using **DeskTopBinder V2 Lite**, refer to **DeskTopBinder V2 Lite** Introduction Guide and **DeskTopBinder V2 Lite** Help.

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The proper names of the Windows operating systems are as follows:

- The proper name of Windows® 95 is Microsoft® Windows® 95
- The proper name of Windows® 98 is Microsoft® Windows® 98
- The proper name of Windows® Me is Microsoft® Windows® Millennium Edition
- The proper names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- The proper names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server

TABLE OF CONTENTS

1. Getting Started

Operating Environment **1**
System Requirements 1
Files Created with Document Editing Applications 2

2. Installing DeskTopBinder V2 Lite

Installing **3**
Functions of **Job Binding** 4
ScanRouter V2 Link 5
Uninstalling **6**

3. Appendix

Dial-up Related Devices **7**
Using a Dial-up Router with **ScanRouter V2 Lite** 7
Using a Dial-up Network Computer 7

Operating Environment

System Requirements

Before installing **DeskTopBinder V2 Lite**, make sure your computer meets the following system requirements:

- Computer
  PC/AT compatible computer
- One of the following operating system:
  Microsoft Windows 95 Operating System Release 2 or later
  Microsoft Windows 98
  Microsoft Windows 98 Second Edition
  Microsoft Windows Millennium Edition
  Microsoft Windows NT Workstation 4.0 Service Pack 5 or later
  Microsoft Windows NT Server 4.0 Service Pack 5 or later
  Microsoft Windows 2000 Professional
  Microsoft Windows 2000 Server
- CPU
  Pentium 133 MHz or faster
  (Pentium II 266 MHz or faster recommended)
- RAM
  48 MB or more
  (64 MB or more recommended)
- Hard Drive Space Available
  50 MB or more (200 MB recommended)
- Display
  High Color (64,000 Colors), 800×600 pixel or more

Reference

⇒ P.7 *"Dial-up Related Devices"*

Files Created with Document Editing Applications

DeskTopBinder V2 Lite can manage files with the extensions below.

For you to use these files with **DeskTopBinder V2 Lite**, the respective applications must be installed.

❖ **.txt**
Notepad must be installed.

❖ **.doc (a file created with Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000)**
Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000 must be installed.

❖ **.rtf (a file created with Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000)**
Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000 must be installed.

❖ **.ppt (a file created by Microsoft PowerPoint 97 or Microsoft PowerPoint 2000)**
Microsoft PowerPoint 97 or Microsoft PowerPoint 2000 must be installed.

❖ **.xls (a file created by Microsoft Excel 97 or Microsoft Excel 2000)**
Microsoft Excel 97 or Microsoft Excel 2000 must be installed.

Note

❒ According to the configuration of Windows and the status of an application, the thumbnail created might be different. For example, the thumbnail's background color will change according to the color scheme on the [Appearance] tab of the Display Properties dialog box.

2. Installing DeskTopBinder V2 Lite

Installing

DeskTopBinder V2 Lite is registered as a Windows application program. Before starting installation make sure all other applications are closed.

Preparation

When installing **DeskTopBinder V2 Lite** on a computer where **DeskTopBinder** (the previous version of **DeskTopBinder V2 Lite**) is installed, you can choose either of the options below:

❖ **Overwrite**

DeskTopBinder folders and documents are automatically converted to **DeskTopBinder V2 Lite** folders and documents.

❖ **Not Overwrite**

If you need to use the functions of **DeskTopBinder** below, please do not overwrite and have both programs coexist.

- File Conversion (text conversion with Image OCR, PDF conversion, etc.)
- Connection with **ScanRouter/ScanRouter Professional** (the previous version of **ScanRouter V2**)

When installing **DeskTopBinder V2 Lite** on a computer where **ScanRouter-Browser** is installed, you can choose either of the options below:

❖ **Overwrite**

ScanRouter-Browser folders and documents are automatically converted to **DeskTopBinder V2 Lite** folders and documents.

❖ **Not Overwrite**

If you need to use the function of **ScanRouter-Browser** below, please do not overwrite and have both programs coexist.

- Connection with **ScanRouter/ScanRouter Professional** (the previous version of **ScanRouter V2**)

1 **The DeskTopBinder V2 Lite Setup dialog box appears.**

2 **Click [DeskTopBinder V2 Lite Setup].**

A confirmation dialog box appears.

3 **Click[Yes].**

4 **Click [Next] on the dialog box that appears.**

5 **Check the licence agreement, and then click [Yes].**

6 **Enter the user information, and then click [Next].**

Enter the user name and company name.

7 Confirm the entered information, and then click [Yes].

If the client computer is installed with **DeskTopBinder**, the Choose Setup Type dialog box will appear.

8 Select the installation method, and then click [Next].

9 Select the installation location, and then click [Next].

Note

❒ When a **ScanRouter V2** product is already installed, the installation location cannot be changed. **DeskTopBinder V2 Lite** is installed as a common folder with the **ScanRouter V2**.

10 Specify the locations of the documents that DeskTopBinder V2 Lite will manage, and then click [Next].

You can change the location of documents managed by **DeskTopBinder V2 Lite**, but generally leave them as they are and use the RDCab folder, the stored location folder.

In the RDCab folder, the PL folder is created. The RDCab folder must be created in the built-in hard drive of client computers where **DeskTopBinder V2 Lite** is installed.

11 Confirm the setup details of the installation location, and then click [Next].

12 Click [Finish].

The installation of **Job Binding** and **ScanRouter V2 Link** follows. After that, follow the directions that appear on the screen.

Functions of Job Binding

Job Binding is installed at the same time **DeskTopBinder V2 Lite** is installed. **Job Binding** stores **DeskTopBinder V2 Lite** documents and files created by various applications as print data. **Job Binding** can be instructed to print just one document, staple the saved print data onto another, print in duplex, change the print order and so forth.

From the **DeskTopBinder V2 Lite** Install dialog box, installing only **Job Binding** is possible.

Note

❒ **Job Binding** is enabled only when the RPCS printer driver is installed on the printer.

ScanRouter V2 Link

ScanRouter V2 Link is installed at the same time **DeskTopBinder V2 Lite** is installed. With **ScanRouter V2 Link**, the in-tray can be monitored and you can be notified when documents are delivered. The **DeskTopBinder V2 Lite** My Work Folder can automatically take charge of these documents.

From the **DeskTopBinder V2 Lite** Install dialog box, installing only **ScanRouter V2 Link** is possible.

Uninstalling

Even if you uninstall **DeskTopBinder V2 Lite**, the document location folder (usually the PL folder within the RDCab folder) will not be deleted. The document section files will not be erased and the document location folder will remain.

Note

❒ Even if you uninstall **DeskTopBinder V2 Lite**, **Job Binding** and **ScanRouter V2 Link** will not be uninstalled. To uninstall, select in step 5.

❒ In client computers where only **DeskTopBinder V2 Lite** is installed, after uninstallation RDCab can be deleted without a problem. However, if in the same computer, **ScanRouter V2** for example is installed, do not delete RDCab. If you want to delete the **DeskTopBinder V2 Lite** data, delete the PL folder in the RDCab folder.

1. **Start Windows.**
2. **Click [Start], and then point to [Configuration].**
3. **Click [Control Panel].**
4. **Double-click [Add/Delete Application].**
5. **Select [DeskTopBinder V2 Lite].**
6. **Click [Add/Delete] or [Change/Delete].**
7. **Click [Delete] on the screen that appears, and then click [Next].**
   A confirmation dialog box appears.
8. **Click [OK].**

Dial-up Related Devices

Using a Dial-up Router with ScanRouter V2 Lite

Properly configure the network delivery server or other network devices with **DeskTopBinder V2 Lite**.

In addition, also configure with **ScanRouter V2 Link**.

If the network environment is changed, reconfigure the network delivery server and other network devices with **DeskTopBinder V2 Lite** and **ScanRouter V2 Link**.

Important

❒ When the delivery server or other network devices are connected via a dial-up router, there are communication fees when you connect to the network lines.

Using a Dial-up Network Computer

When you use **DeskTopBinder V2 Lite** or **ScanRouter V2 Link** on a dial-up network computer, depending on the configuration, the computer will connect to the dial-up network when scanning using a TWAIN scanner or connecting to a delivery server or Document Server.

Important

❒ If a computer is configured to automatically connect to the Internet, the computer will connect without a confirmation dialog box appearing, and communication fees will be charged. To prevent wasteful dial-up network use, configure the network confirmation box to appear. In addition, when using the previously mentioned software, check to make sure wasteful connecting is not occurring.

Some illustrations or explanations in this guide may differ from your product due to improvements or changes in the product.

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Important

- ❒ It is possible that any document or data stored in the PC will be damaged or lost by user error during operation or software error. Be sure to back up of all important data beforehand.
- ❒ Do not remove or insert any disk while operating this software.
- ❒ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR DAMAGES OR LOSS OF ANY DOCUMENT OR DATA PRODUCED BY USING THIS SOFTWARE.
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DeskTopBinder V2 Lite Setup Guide

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